

SPECIAL ORDINANCE NO. S- 85-97

AN ORDINANCE fixing the salaries of  
each and every appointed officer,  
employee, deputy assistant, departmental  
and institutional head of the Civil  
City and City Utilities of the City  
of Fort Wayne, Indiana for the year 1998.

WHEREAS, the Mayor and the Common Council of the City of Fort Wayne, Indiana, have according to the powers outlined in IC 36-4-7-3 and IC 36-8-3-3(d) have assigned to each employee of the Civil City of Fort Wayne and of City Utilities of Fort Wayne a Job Class under the City Classification System established by Resolution No. R-52-96, which Job Class should accurately reflect the duties and responsibilities of said employees, and

WHEREAS, the Mayor of the City of Fort Wayne has recommended a maximum salary level for each Job Class should accurately reflect the duties and responsibilities of said employees, and

WHEREAS, THE Clerk of the City of Fort Wayne, the Park Department Board and the Metropolitan Human Relations Commission have recommended Job Class designations for positions within their respective jurisdictions, and

WHEREAS, the Common Council must assure that salaries reflect the duties and responsibilities assigned to each employee, and to be certain that such salaries are fair and equitable and

WHEREAS, the funds of such salaries are to be provided for the 1998 City Budget and from City Utilities operating funds and other sources as may be specified by Common Council.

NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That all employees of the Civil City of Fort Wayne and of City Utilities, shall be classified by the departments and titles and Job Class herein designated, and that no changes be made in any Job Class without the specific approval of the Common Council except for those brought about by collective bargaining with authorized representatives of City or Utilities employees in accordance with the existing collective bargaining agreements.

SECTION 2. That the following Grid is hereby fixed and authorized as a scale for approved Job Class. It shall be the City's policy that no employee shall be paid below the minimum and the maximum will not be exceeded, except for approved shift differentials, approved longevity pay, approved overtime pay, approved

technical skill pay, approved clothing allowance, approved previously accrued vacation payoff, sick time, FLSA earned compensatory time or approved car allowance.

**SEE EXHIBIT "A" AND "B" ATTACHED HERETO AND MADE A  
PART HEREOF IN ITS ENTIRETY**

This Grid, as reflected on Exhibit "A" and "B", is an attempt to maintain an orderly, consistent and competitive pay policy that includes a "bonus" program for superior performance and a "Grid System" that represents the actual market range for the Non-Union positions within City Government and its Utilities. Actual adjustments in salaries within amounts fixed herein by Council will result from 1) Any general increase to the Grid shall only occur should the actual market range for a Job Class increase considerably and/or 2) Progression to a level specified in an approved collective bargaining agreement between the City of Fort Wayne and a recognized bargaining unit.

**SECTION 3.** The following is a true and complete listing of all Civil City and City Utilities salaried non-bargaining unit positions by Department, Position Title, and Job Class. It does not include those positions which are specified as part of a bargaining unit having a written economic agreement with the City or Utilities negotiated by the Director of Public Safety Division and approved by the Common Council.

| <u>CITY CLERK'S OFFICE</u> | <u>GRID</u><br><u>CLASSIFICATION</u> | <u>TITLE</u>   |
|----------------------------|--------------------------------------|--|
|                            | H                                    | Chief Deputy   |
|                            | <b>D</b> <del>✓</del>                | Research Assistant   |
|                            | H                                    | Assistant Chief Deputy                                       |
|                            | C                                    | Administrative Assistant                                     |
|                            | H                                    | Parking Control Supervisor                                   |
|                            | D                                    | Violations Court Administrator                               |
|                            | B                                    | Violations Bureau Specialist                                 |
|                            | A                                    | Receptionist Clerk   |
|                            | D                                    | Deferral Program/Assistant<br>Violations Court Administrator |
| UC                         |                                      | Council Attorney   |
| (Not to exceed \$41,105)   |                                      |  |

**PARKS AND RECREATION**

|   |                 |
|---|-----------------|
| K | Director        |
| J | Deputy Director |
| J | Superintendent  |



|    |                          |  |
|----|--------------------------|--|
|    | J                        | Associate Director A                   |
|    | J                        | Associate Director B                   |
| 1  | I                        | Manager A                              |
| 2  | I                        | Manager B                              |
| 3  | I                        | Manager C                              |
| 4  | H                        | Supervisor A                           |
| 5  | I                        | Manager D                              |
| 6  | C                        | Administrative Assistant               |
| 7  | H                        | Supervisor B                           |
| 8  | H                        | Supervisor C                           |
| 9  | H                        | Assistant Supervisor                   |
| 10 | H                        | Golf Green Superintendent              |
| 11 | H                        | Supervisor D                           |
| 12 | D                        | Office Manager/Reservation Coordinator |
| 13 | A                        | Executive Secretary VIII               |
| 14 | B                        | Executive Secretary/Bookkeeper         |
| 15 | B                        | Support Specialist/Accounts Receivable |
| 16 | A                        | Support Specialist/Receptionist        |
| 17 | A                        | Executive Secretary VII                |
| 18 | A                        | Receptionist/Typist                    |
| 19 | A                        | Reservation/Registration Clerk         |
| 20 | UC                       | Golf Course Pro/Manager                |
|    | (Not to exceed \$15,837) |  |

#### METRO HUMAN RELATIONS COMMISSION

|    |   |                          |
|----|---|--------------------------|
| 21 | J | Executive Director       |
| 22 | E | Chief Investigator       |
| 23 | E | Investigator III         |
| 24 | E | Investigator II          |
| 25 | E | Investigator I           |
| 26 | A | Executive Secretary VIII |

#### MAYOR'S OFFICE

|    |   |                   |
|----|---|-------------------|
| 27 |   |                   |
| 28 | K | Chief of Staff    |
| 29 | K | Strategic Planner |

|   |                          |
|---|--------------------------|
| C | Executive Assistant      |
| C | Administrative Assistant |
| A | Executive Secretary VIII |
| A | Receptionist             |

**Internal Audit**

|   |                            |
|---|----------------------------|
| J | Director of Internal Audit |
| E | Staff Auditor              |

**Public Information**

|   |                                |
|---|--------------------------------|
| J | Director of Public Information |
| E | Public Information Officer     |
| A | Executive Secretary IV         |

**Neighborhood/Citizen's Advocate**

|   |                                 |
|---|---------------------------------|
| J | Neighborhood/Citizen's Advocate |
| D | Assistant Citizen's Advocate    |

**Law Department**

|                                   |  |
|-----------------------------------|--|
| UC<br>(Not to exceed \$58,632.00) | City Attorney (Corporation<br>Counsel) |
| UC<br>(Not to exceed \$31,787.00) | Associate City Attorney                |

|   |  |
|---|--|
| C | Legal Research/Administrative<br>Assistant |
|---|--|

**Law/Labor Relations**

|   |                            |
|---|----------------------------|
| D | Labor Relations Specialist |
|---|----------------------------|

**Drug Regional Advisory Council**

|   |   |
|---|---|
| J | Director/Governor's Commission<br>for a Drug-Free Indiana |
|---|---|

|   |                |
|---|----------------|
| E | Coordinator I  |
| E | Coordinator II |

|   |                       |
|---|-----------------------|
| A | Executive Secretary V |
|---|-----------------------|

(The positions in the Drug Regional Advisory Council are exempt from any and all local residency requirements. The incumbents have no right to continue employment with the City upon expiration of State Funding for these positions pursuant to Special Ordinance No. 89-09-21).

**FINANCE AND ADMINISTRATION**

|   |  |
|---|--|
| K | Director of Finance &<br>Administration Division |
|---|--|

|   |                   |
|---|-------------------|
| J | Deputy Controller |
|---|-------------------|

|    |   |  |
|----|---|--|
|    | H | Accounting Supervisor                              |
|    | C | Administrative Assistant                           |
| 1  | E | Barrett Law Accountant                             |
| 2  | E | Financial Accountant                               |
| 3  | E | Financial Accountant/Investment                    |
| 4  | E | Fixed Assets Accountant                            |
| 5  | E | Financial-Accountant/Bank<br>Reconciliation        |
| 6  | B | Bookkeeper/Data Entry Clerk                        |
| 7  | A | Accounting Clerk/Receptionist                      |
| 8  |   |  |
| 9  |   | <b><u>Property Management</u></b>                  |
|    | I | Property Manager                                   |
| 10 |   | <b><u>Payroll Services</u></b>                     |
| 11 | H | Supervisor of Payroll Services                     |
| 12 | B | Payroll Administrator III                          |
| 13 | B | Payroll Administrator II                           |
| 14 |   | <b><u>Risk Management</u></b>                      |
|    | I | Risk Manager                                       |
| 15 | E | Medical Coordinator                                |
| 16 | D | Safety Claims/Investigator                         |
| 17 | D | Benefits Administrator                             |
| 18 | C | Administrative Assistant                           |
| 19 | A | Executive Secretary VII<br>Receptionist            |
| 20 |   | <b><u>Purchasing Services</u></b>                  |
| 21 | J | Director of Purchasing Services                    |
| 22 | H | Assistant Director of Purchasing<br>Services       |
| 23 | D | Bid Specialist/Buyer                               |
| 24 | D | Buyer  |
| 25 | A | Executive Secretary VIII                           |
| 26 | A | Data Entry Clerk                                   |
| 27 |   | <b><u>Office &amp; Administrative Services</u></b> |
|    | A | Executive Secretary/Instructor                     |
| 28 | A | Executive Clerical Secretary                       |
| 29 |   |  |
| 30 |   |  |



A

Executive Clerical Assistant

**PUBLIC WORKS****Public Works Administration**

K

Director of Public Works Division

J

Associate Director

D

Clerk to Board

C

Administrative Assistant

C

Administrative Assistant

A

Executive Secretary IX

**Solid Waste**

I

Solid Waste Manager

C

Administrative Assistant

A

Executive Secretary IX  
Receptionist**City Engineering**

J

City Engineer

I

Flood Control Coordinator

E

Assistant City Engineer

I

Finance Manager

C

Administrative Assistant

A

Executive Secretary VIII

**Transportation Engineering Services**

J

Director

C

Administrative Assistant

**Traffic Engineering**

J

Director of Traffic Engineering  
Street Light Engineering

J

Associate Director/Traffic  
Traffic Engineering/Street  
Light Engineering*AH*Assistant Director of Traffic  
Engineering *Supervisor*

J

Signal Superintendent

J

Sign &amp; Marking Superintendent

H

Signal Foreman

**Street Light Engineering**

J

Superintendent of St. Lighting  
Warehouse

**Street Department**

|   |   |
|---|---|
| J | Director of Transportation/<br>Operations |
| H | Assistant Street Commissioner             |
| H | General Foreman                           |
| C | Administrative Assistant                  |

**Garage**

|   |                |
|---|----------------|
| J | Superintendent |
|---|----------------|

**CITY UTILITIES****Utilities Administration**

UC

|   |                                      |
|---|--------------------------------------|
|   | Counsel to City Utilities            |
| K | Director of City Utilities           |
| J | Associate Director of City Utilities |
| C | Administrative Assistant             |
| A | Executive Secretary IX               |

**Data Control**

|   |                          |
|---|--------------------------|
| I | Billing Systems Manager  |
| C | Administrative Assistant |

**Water Resources Group**

|   |                          |
|---|--------------------------|
| J | Chief Of Engineering     |
| I | Manager of Engineering   |
| I | Program Manager          |
| C | Administrative Assistant |
| A | Executive Secretary VIII |

**Filtration Plant**

|   |                             |
|---|-----------------------------|
| J | Superintendent              |
| I | Assistant Superintendent    |
| H | Supervisor of Maintenance   |
| H | Supervisor of Water Quality |
| E | Chief Chemist               |
| C | Administrative Assistant    |

**Maintenance Operations Group**

|   |                          |
|---|--------------------------|
| J | Superintendent           |
| I | Program Manager          |
| H | Supervisor               |
| A | Executive Secretary VIII |

**Water Pollution Control Plant**

|   |   |                             |
|---|---|-----------------------------|
|   | J | Superintendent              |
| 1 | I | Assistant Superintendent    |
| 2 | H | Supervisor of Water Quality |
| 3 | H | Supervisor of Operations    |
| 4 | H | Supervisor of Maintenance   |
| 5 | H | Supervisor of Agroservices  |
| 6 | E | Chief Chemist               |
| 7 | C | Administrative Assistant    |

**Customer Relations**

|   |   |                            |
|---|---|----------------------------|
| 8 | I | Customer Relations Manager |
| 9 | H | Supervisor                 |

**Meter Reading**

|    |   |                       |
|----|---|-----------------------|
| 10 | I | Meter Reading Manager |
|----|---|-----------------------|

**General Accounting**

|    |   |                               |
|----|---|-------------------------------|
| 12 | I | General Accounting Manager    |
| 13 | E | Project Accountant            |
| 14 | E | Analyst                       |
| 15 | E | Financial Accountant          |
| 16 | E | Fixed Asset/Budget Accountant |
| 17 | B | Bookkeeper/Accountant         |

**COMMUNITY AND ECONOMIC DEVELOPMENT****C&ED Administration**

|    |   |  |
|----|---|--|
| 18 | K | Director Community & Economic Development Division |
| 19 | I | Community Development Projects Administrator       |
| 20 | I | Fiscal Manager                                     |
| 21 | G | Community Development Program Specialist           |
| 22 | B | Staff Accountant                                   |
| 23 | C | Administrative Assistant                           |

**Planning**

|    |   |                              |
|----|---|------------------------------|
| 26 | J | Director of Planning         |
| 27 | I | Senior Planner (Planner III) |
| 28 | G | GIS Planner (Planner II)     |
| 29 | G | Planner II                   |



|   |                                 |
|---|---------------------------------|
| G | Planner I                       |
| G | Historic Preservation Assistant |
| C | Administrative Assistant        |

**Economic Development**

|   |   |
|---|---|
| J | Director of Economic Development                      |
| I | Sr. Business Development Specialist                   |
| I | Senior Finance Specialist                             |
| E | Finance Specialist                                    |
| E | Business Development Specialist/<br>UEA Administrator |
| E | Business Development Specialist                       |
| D | Assistant Business Development Specialist             |
| C | Administrative Assistant                              |
| A | Executive Secretary VII                               |
| A | Executive Secretary VI                                |

**Redevelopment**

|   |                           |
|---|---------------------------|
| J | Director of Redevelopment |
| E | Redevelopment Specialist  |
| B | Bookkeeper/Accountant     |
| C | Administrative Assistant  |

**Neighborhood Code Enforcement**

|   |                      |
|---|----------------------|
| J | NCE Administrator    |
| I | Enforcement Manager  |
| I | Case Systems Manager |
| D | Legal Assistant      |

**Housing and Neighborhood Development Services**

|   |                             |
|---|-----------------------------|
| J | HANDS Administrator         |
| I | Program Development Manager |
| I | Construction Manager        |
| C | Administrative Assistant    |

**Contract Compliance**

|   |                          |
|---|--------------------------|
| I | Compliance Administrator |
| E | Compliance Officer       |

A

Executive Secretary VIII

**PUBLIC SAFETY****Public Safety Administration**

K

Director of Public Safety Division

**Human Resources**

J

Associate Director of Human Resources

E

Employment Specialist

C

Office Manager

A

Executive Secretary VII

A

Executive Secretary V

**Animal Control**

J

Director of Animal Care and Control

H

Office Supervisor

H

Enforcement Supervisor

H

Animal Care Supervisor

E

Humane Education Specialist

**Communications**

U

Chief of Communications

U

Director of Operations

U

Supervisor of Technicians

S

Supervisor of Dispatchers

S

Assistant Director of Operations

P

Electronics Technician

Q

Administrative Assistant

N

Dispatcher

O

Assistant Supervisor of Dispatchers

R

Training Coordinator

M

911 Call Taker

**Weights & Measures**

I

Weights &amp; Measures Inspector

C

Administrative Assistant/Deputy Inspector

**PART-TIME/SEASONAL/TEMPORARY POSITIONS****DIVISION/DEPARTMENT****CITY CLERK'S OFFICE**

|  |   |                         |                    |
|--|---|-------------------------|--------------------|
|  | L | Part-Time/Seasonal/Temp | Receptionist/Clerk |
|--|---|-------------------------|--------------------|

**PARKS AND RECREATION**

|  |   |                    |                               |
|--|---|--------------------|-------------------------------|
|  | V | Part-Time/Seasonal | Pool Staff (non-certified)    |
|  | V | Part-Time/Seasonal | Playground Staff              |
|  | V | Part-Time/Seasonal | Clerical Staff                |
|  | V | Part-Time/Seasonal | Hurshtown Attendant           |
|  | V | Part-Time/Seasonal | Buildings & Grounds Staff     |
|  | V | Part-Time/Seasonal | Landscape Staff               |
|  | V | Part-Time/Seasonal | Theatre Attendant             |
|  | V | Part-Time/Seasonal | Tennis Staff                  |
|  | V | Part-Time/Seasonal | Ice Arena Staff               |
|  | V | Part-Time/Seasonal | Zoo Staff                     |
|  | V | Part-Time/Seasonal | Forestry Staff                |
|  | V | Part-Time/Seasonal | Horticulture Staff            |
|  | V | Part-Time/Seasonal | Recreation Center Staff       |
|  | V | Part-Time/Seasonal | Golf Course Maintenance       |
|  | V | Part-Time/Seasonal | Maintenance                   |
|  | V | Part-Time/Seasonal | Intern                        |
|  | V | Part-Time/Seasonal | Recreation Center Leaders     |
|  | V | Part-Time/Seasonal | Day Camp Leaders              |
|  | V | Part-Time/Seasonal | Swimming Instructors          |
|  | V | Part-Time/Seasonal | Golf Course Cashiers/Starters |
|  | V | Part-Time/Seasonal | Playground Leaders            |
|  | V | Part-Time/Seasonal | Life Guards                   |
|  | V | Part-Time/Seasonal | Ice Arena Attendant           |
|  | V | Part-Time/Seasonal | Sports Instructor             |



|    |   |                    |   |
|----|---|--------------------|---|
|    | V | Part-Time/Seasonal | Lindenwood Naturalist                       |
|    | V | Part-Time/Seasonal | Tennis Instructor                           |
| 1  | V | Part-Time/Seasonal | Day Camp Assistant Manager                  |
| 2  | V | Part-Time/Seasonal | Recreation Site Supervisors                 |
| 3  | V | Part-Time/Seasonal | Pool-Head Lifeguard                         |
| 4  | V | Part-Time/Seasonal | Aquatic Center Manager                      |
| 5  | V | Part-Time/Seasonal | Day Camp Manager                            |
| 6  | V | Part-Time/Seasonal | Aquatics Supervisor                         |
| 7  | V | Part-Time/Seasonal | Hockey Program Director                     |
| 8  | V | Part-Time/Seasonal | Theatre Manager & Assistant Manager         |
| 9  | V | Part-Time/Seasonal | Special Events Coordinator                  |
| 10 | V | Part-Time/Seasonal | Campground Manager                          |
| 11 | V | Part-Time/Seasonal | Golf Course Assistant Greens Superintendent |
| 12 | V | Part-Time/Seasonal | Basketball Instructors                      |
| 13 | V | Part-Time/Seasonal | Pre-School Leaders                          |
| 14 | V | Part-Time/Seasonal | Volley Ball Instructors                     |
| 15 | V | Part-Time/Seasonal | Pre-School Program Supervisors              |
| 16 | V | Part-Time/Seasonal | Zoo Supervisors                             |
| 17 | V | Part-Time/Seasonal | Golf Course Asst. Manager                   |
| 18 | V | Part-Time/Seasonal | Sports Supervisors                          |
| 19 | V | Part-Time/Seasonal | Tennis Supervisors                          |
| 20 | V | Part-Time/Seasonal | Playground/Role-Model Coordinator           |
| 21 | V | Part-Time/Seasonal | Playground Area Supervisor                  |
| 22 | V | Part-Time/Seasonal | Recreation Specialist                       |
| 23 | V | Part-Time/Seasonal | Hurshstown Manager                          |
| 24 | V | Part-Time/Seasonal | Lindenwood Manager                          |
| 25 | V | Part-Time/Seasonal | Theatre Technician                          |
| 26 | V | Part-Time/Seasonal | Sports Coordinator                          |
| 27 | V | Part-Time/Seasonal | Playground Supervisor                       |
| 28 | V | Part-Time/Seasonal |   |
| 29 |   |                    |   |
| 30 |   |                    |   |

|   |                    |                                |
|---|--------------------|--------------------------------|
| V | Part-Time/Seasonal | Basketball Program Coordinator |
| V | Part-Time/Seasonal | Junior Golf Director           |
| V | Part-Time/Seasonal | Tennis Program Coordinator     |
| V | Part-Time/Seasonal | Volleyball Coordinator         |

#### **METRO HUMAN RELATIONS COMMISSION**

|   |  |                                 |
|---|--|---------------------------------|
| L |  | Receptionist/Typist (Temporary) |
| L |  | Intern/Assistant Investigator   |

#### **MAYOR'S OFFICE**

|   |                    |        |
|---|--------------------|--------|
| L | Part-Time/Seasonal | Intern |
|---|--------------------|--------|

#### **Internal Audit**

|   |  |                      |
|---|--|----------------------|
| L |  | Intern/Staff Auditor |
|---|--|----------------------|

#### **Public Information**

|   |                    |  |
|---|--------------------|--|
| L | Part-Time/Seasonal | Executive Secretary (Part-time)<br>Public Information Office |
|---|--------------------|--|

#### **FINANCE AND ADMINISTRATION**

|   |  |                                 |
|---|--|---------------------------------|
| L |  | Finance & Administration Intern |
|---|--|---------------------------------|

#### **Payroll Services**

|   |                     |                     |
|---|---------------------|---------------------|
| L | Permanent Part-Time | Benefits Specialist |
|---|---------------------|---------------------|

#### **PUBLIC WORKS**

#### **Transportation Engineering Services**

|   |                    |                          |
|---|--------------------|--------------------------|
| L | Part-Time/Seasonal | Clerical Aide (Intern)   |
| L | Part-Time/Seasonal | Seasonal Office Employee |
| L | Part-Time/Seasonal | Seasonal Field Employee  |
| L | Part-Time/Seasonal | Intern                   |

#### **Traffic Engineering**

|   |                    |  |
|---|--------------------|--|
| L | Part-Time/Seasonal | Signal Division Helper (Summer Intern) |
| L | Part-Time/Seasonal | Sign Division Helper (Summer Intern)   |
| L | Part-Time/Seasonal | Traffic Counter (Summer Intern)        |
| L | Part-Time/Seasonal | Technician (Part-time)                 |

**Street Department**

|   |                    |                      |
|---|--------------------|----------------------|
| L | Part-Time/Seasonal | Leaf Pick-up Laborer |
|---|--------------------|----------------------|

**CITY UTILITIES****Utilities Administration**

|   |                    |                           |
|---|--------------------|---------------------------|
| L | Part-Time/Seasonal | Public Information Intern |
|---|--------------------|---------------------------|

|   |                    |                     |
|---|--------------------|---------------------|
| L | Part-Time/Seasonal | Clerk/Summer Intern |
|---|--------------------|---------------------|

|   |                    |                         |
|---|--------------------|-------------------------|
| L | Part-Time/Seasonal | Intern/Special Projects |
|---|--------------------|-------------------------|

**Water Pollution Control Plant**

|   |                    |                                 |
|---|--------------------|---------------------------------|
| L | Part-Time/Seasonal | Receptionist/Typist (Part-time) |
|---|--------------------|---------------------------------|

|   |                    |                          |
|---|--------------------|--------------------------|
| L | Part-Time/Seasonal | Groundskeeper (Seasonal) |
|---|--------------------|--------------------------|

|   |                    |                   |
|---|--------------------|-------------------|
| L | Part-Time/Seasonal | Laboratory Intern |
|---|--------------------|-------------------|

|   |                    |                 |
|---|--------------------|-----------------|
| L | Part-Time/Seasonal | Intern/Clerical |
|---|--------------------|-----------------|

|   |                    |                       |
|---|--------------------|-----------------------|
| L | Part-Time/Seasonal | Gatekeeper (seasonal) |
|---|--------------------|-----------------------|

**Customer Relations**

|   |                    |                         |
|---|--------------------|-------------------------|
| L | Part-Time/Seasonal | Customer Service Intern |
|---|--------------------|-------------------------|

|   |                     |   |
|---|---------------------|---|
| L | Permanent Part-Time | Customer Relations Representative<br>(Perm Part-Time) |
|---|---------------------|---|

**Meter Reading**

|   |  |                          |
|---|--|--------------------------|
| L |  | Meter Reading (Seasonal) |
|---|--|--------------------------|

**COMMUNITY AND ECONOMIC DEVELOPMENT****C&ED Administration**

|   |                    |        |
|---|--------------------|--------|
| L | Part-Time/Seasonal | Intern |
|---|--------------------|--------|

|   |                     |                                      |
|---|---------------------|--------------------------------------|
| L | Permanent Part-Time | CDC Servicing Consultant (Part-time) |
|---|---------------------|--------------------------------------|

|   |                    |   |
|---|--------------------|---|
| L | Part-Time/Seasonal | Tax Reversion Property Manager (Seasonal-Temporary) |
|---|--------------------|---|

|   |                    |   |
|---|--------------------|---|
| L | Part-Time/Seasonal | Policy Research Assistant (Summer Intern) |
|---|--------------------|---|

|   |                    |             |
|---|--------------------|-------------|
| L | Part-Time/Seasonal | C&ED Intern |
|---|--------------------|-------------|



**Planning**

|   |                    |  |
|---|--------------------|--|
| L | Part-Time/Seasonal | Tax Reversion Program Intern             |
| L | Part-Time/Seasonal | Research Assistant (Part-time Temporary) |
| L | Part-Time/Seasonal | Land Use Management Intern               |
| L | Part-Time/Seasonal | Historic Preservation (Summer Intern)    |

**Neighborhood Code Enforcement**

|   |                    |   |
|---|--------------------|---|
| L | Part-Time/Seasonal | Exterior Paint Program Coordinator (Full-time Seasonal) |
| L | Part-Time/Seasonal | Paint Program Intake Clerk (Seasonal)                   |
| L | Part-Time/Seasonal | Weed Program Inspector (Seasonal)                       |
| L | Part-Time/Seasonal | Weed Control Coordinator                                |

**Housing and Neighborhood Development Services (HANDS)**

|   |                    |                     |
|---|--------------------|---------------------|
| L | Part-Time/Seasonal | Construction Intern |
|---|--------------------|---------------------|

**Contract Compliance**

|   |                    |                 |
|---|--------------------|-----------------|
| L | Part-Time/Seasonal | Compliance Aide |
|---|--------------------|-----------------|

**PUBLIC SAFETY****Human Resources**

|   |                    |                                  |
|---|--------------------|----------------------------------|
| L | Part-Time/Seasonal | Human Resources Assistant/Intern |
|---|--------------------|----------------------------------|

**Animal Control**

|   |                     |  |
|---|---------------------|--|
| L | Part-Time/Seasonal  | Humane Education Assistant             |
| L | Part-Time/Seasonal  | Adoption Assistant                     |
| L | Permanent Part-Time | Kennel Attendant (Permanent Part-Time) |

**Weights and Measures**

|   |                    |                                |
|---|--------------------|--------------------------------|
| L | Part-Time/Seasonal | Summer Intern/Deputy Inspector |
|---|--------------------|--------------------------------|

**SECTION.****4. Pursuant to State Statute economic**

conditions must be approved by the Common Council. Such economic conditions include, but are not limited to, base pay and monetary fringe benefits. These matters will be negotiated by and between the City and the appropriate bargaining unit for the year 1998. Upon conclusion of such negotiations the appropriate Ordinances shall be submitted to the Common Council for approval.

**SECTION 5.** In addition to the compensation for positions listed herein the City shall contribute 3% of employees' salary to the Public Employees Retirement Fund (PERF).

**SECTION 6.** That, in addition to the compensation provided for herein: The Corporation Counsel shall receive not more than \$6,300 for services performed in connection with the operations of the municipally owned utilities pursuant to I.C. 36-4-74 which additional compensation shall be paid from the revenues of the appropriate utility or function. The Corporation Counsel shall also receive an additional sum not to exceed \$12,600 for services provided in connection with the City Self-Insurance Program involving matters not in litigation. That, so long as the City does not employ a full-time Labor Relations Director or a full-time Human Resources Director the Corporation Council shall receive \$24,000 additional annual compensation for services provided in connection with collective bargaining matters involving the Civil City and its Utilities.

That, in addition, the following legal services are recognized as extraordinary services and shall entitle any part-time member of the Law Department performing such services to additional compensation at the rate of \$140 per hour, or such other appropriate compensation as determined by the Board of Public Works:

A.) Bond issues and related financial matters, including Bond issues related to the Economic Development Commission where the fees for said issues is paid by the Bond applicant.

B.) Annexation litigation following the filing of a remonstrance.

C.) Condemnation litigation following the filing of exceptions to the appraisers' report.

D.) All matters relating to defense of claims against the Fort Wayne Police Department following the filing of a complaint.

E.) All matters involving a challenge to the constitutionality of any act or omission by the City or one of its employees following the filing of a complaint in court.

F.) All matters relating to intervention in utility rate cases following the filing of a petition of a petition to intervene, or other appearances before the Indiana Utility Regulatory Commission (I.U.R.C.).

G.) All matters relating to litigation where the amount in controversy exceeds \$50,000, following the filing of a complaint in court.

H.) All matters relating to litigation where any recovery against the City or its employees would be paid from the City's Self-Insurance Fund.

I.) All matters involving collective bargaining arbitration.

J.) Matters relating to the Fort Wayne Redevelopment Commission covered by a separate contract.

Any and all payments to be made hereunder for extraordinary services shall be subject to the final approval by the City Controller. Nothing in this agreement shall prevent the use of other attorneys or firms to perform extraordinary services, subject, however, to the provisions of I.C. 36-4-9-12.

**SECTION 7.** From and after the first day of January, 1998, all appointed officers, employees, deputies, assistants, departmental and institutional heads of the Civil City and City Utilities will be paid according to this, the above and following provisions of this ordinance, subject to budgetary limitations, collective bargaining agreements, future changes or amendments enacted by Common Council.

**SECTION 8.** That all Departments subject to this Ordinance will conform to the Official City's Personnel Policies and Procedures relating to hiring, pay, and other related practices, approved by the Mayor and administered by the City's Human Resources Department.

**SECTION 9.** If any section, clause, sentence, paragraph or part or provisions of this Ordinance be found invalid or void by a Court of competent jurisdiction, it shall be conclusively presumed that this ordinance would have passed by the Common Council without such invalid section, clauses, paragraph, part or provisions, and the remaining parts of the Ordinance will remain in effect.

**SECTION 10.** The Municipal Code of the City of Fort Wayne references, in codification form, salary ordinances previously adopted by the City Council for past years. Such salary ordinances have a duration of one year and thus, with the exception of the 1996 salary ordinances, have expired. However, to avoid confusion, it is hereby stated that commencing January 1, 1998, any conflict between the terms and conditions hereof and any previous ordinance shall be resolved in favor of this ordinance.

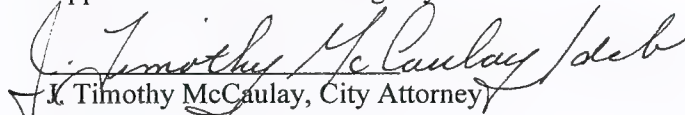
**SECTION 11.** Two copies of all attachments and Exhibits referred to in this Ordinance shall be kept on file with the City Clerk of Fort Wayne for the purpose of public inspection.



SECTION 12. This ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

  
Council Member

Approved as to form and legality

  
J. Timothy McCaulay, City Attorney

*Please Note -*

*Please see attached amendment*

AMENDMENT TO BILL NO. S-97-08-23  
(AS AMENDED) (AS AMENDED) (AS AMENDED)

1. ACCEPT THE ADMINISTRATION AMENDED SALARY ORDINANCE
2. CITY CLERK'S OFFICE  
GRID  
CLASSIFICATION FROM C TO D  
RESEARCH ASSISTANT
3. TRAFFIC ENGINEERING  
GRID  
CLASSIFICATION FROM J TO H  
SUPERVISOR

## EXHIBIT "A"

## CIVIL CITY/CITY UTILITES SALARY GRID 1998

| Class |                                 | Level | MIN. 1 | 2      | 3      | 4      | 5      | MID. 6 | 7      | 8      | 9      | 10     | 11     | MAX 12 |
|-------|---------------------------------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| A     | Clerical/Executive<br>Secretary | 1     | 18,180 | 18,544 | 18,914 | 19,293 | 19,679 | 20,072 | 20,474 | 20,883 | 21,301 | 21,727 | 22,161 | 22,605 |
|       |                                 | 2     | 23,057 | 23,518 | 23,988 | 24,468 | 24,957 | 25,456 | 25,966 | 26,485 | 27,015 | 27,555 | 28,106 | 28,668 |
|       |                                 | 3     | 29,241 | 29,826 | 30,423 | 31,031 | 31,652 | 32,285 | 32,931 | 33,589 | 34,261 | 34,946 | 35,645 | 36,358 |
| B     | Accountant/<br>Bookkeeper       | 1     | 19,634 | 20,027 | 20,427 | 20,836 | 21,252 | 21,678 | 22,111 | 22,553 | 23,004 | 23,464 | 23,934 | 24,412 |
|       |                                 | 2     | 24,901 | 25,399 | 25,907 | 26,425 | 26,953 | 27,492 | 28,042 | 28,603 | 29,175 | 29,759 | 30,354 | 30,961 |
|       |                                 | 3     | 31,580 | 32,212 | 32,856 | 33,513 | 34,183 | 34,867 | 35,564 | 36,276 | 37,001 | 37,741 | 38,496 | 39,266 |
| C     | Administrative<br>Assistant     | 1     | 21,205 | 21,629 | 22,062 | 22,503 | 22,953 | 23,412 | 23,880 | 24,358 | 24,845 | 25,342 | 25,849 | 26,366 |
|       |                                 | 2     | 26,893 | 27,431 | 27,980 | 28,539 | 29,110 | 29,692 | 30,286 | 30,892 | 31,510 | 32,140 | 32,782 | 33,438 |
|       |                                 | 3     | 34,107 | 34,789 | 35,485 | 36,195 | 36,918 | 37,657 | 38,410 | 39,178 | 39,962 | 40,761 | 41,576 | 42,408 |
| D     | Para-Professional               | 1     | 22,902 | 23,360 | 23,827 | 24,304 | 24,790 | 25,286 | 25,791 | 26,307 | 26,833 | 27,370 | 27,917 | 28,476 |
|       |                                 | 2     | 29,045 | 29,626 | 30,219 | 30,823 | 31,440 | 32,068 | 32,710 | 33,364 | 34,031 | 34,712 | 35,406 | 36,114 |
|       |                                 | 3     | 36,836 | 37,573 | 38,325 | 39,091 | 39,873 | 40,670 | 41,484 | 42,313 | 43,160 | 44,023 | 44,903 | 45,801 |
| E     | Professional                    | 1     | 24,734 | 25,229 | 25,733 | 26,248 | 26,773 | 27,308 | 27,855 | 28,412 | 28,980 | 29,559 | 30,151 | 30,754 |
|       |                                 | 2     | 31,369 | 31,996 | 32,636 | 33,289 | 33,954 | 34,634 | 35,326 | 36,033 | 36,753 | 37,488 | 38,238 | 39,003 |
|       |                                 | 3     | 39,783 | 40,579 | 41,390 | 42,218 | 43,062 | 43,924 | 44,802 | 45,698 | 46,612 | 47,544 | 48,495 | 49,465 |
| F     | Technician                      | 1     | 26,712 | 27,246 | 27,791 | 28,347 | 28,914 | 29,492 | 30,082 | 30,684 | 31,297 | 31,923 | 32,562 | 33,213 |
|       |                                 | 2     | 33,877 | 34,555 | 35,246 | 35,951 | 36,670 | 37,403 | 38,151 | 38,914 | 39,693 | 40,486 | 41,296 | 42,122 |
|       |                                 | 3     | 42,965 | 43,824 | 44,700 | 45,594 | 46,506 | 47,436 | 48,385 | 49,353 | 50,340 | 51,347 | 52,374 | 53,421 |
| G     | Planner                         | 1     | 28,849 | 29,426 | 30,014 | 30,615 | 31,227 | 31,852 | 32,489 | 33,138 | 33,801 | 34,477 | 35,167 | 35,870 |
|       |                                 | 2     | 36,588 | 37,319 | 38,066 | 38,827 | 39,603 | 40,396 | 41,203 | 42,028 | 42,868 | 43,725 | 44,600 | 45,492 |
|       |                                 | 3     | 46,402 | 47,330 | 48,276 | 49,242 | 50,227 | 51,231 | 52,256 | 53,301 | 54,367 | 55,454 | 56,564 | 57,695 |
| H     | Supervisor                      | 1     | 31,157 | 31,780 | 32,416 | 33,064 | 33,725 | 34,400 | 35,088 | 35,790 | 36,505 | 37,235 | 37,980 | 38,740 |
|       |                                 | 2     | 39,515 | 40,305 | 41,111 | 41,933 | 42,772 | 43,627 | 44,500 | 45,390 | 46,298 | 47,224 | 48,168 | 49,131 |
|       |                                 | 3     | 50,114 | 51,116 | 52,139 | 53,181 | 54,245 | 55,330 | 56,437 | 57,565 | 58,717 | 59,891 | 61,089 | 62,311 |
| I     | Manager                         | 1     | 33,650 | 34,323 | 35,009 | 35,710 | 36,424 | 37,152 | 37,895 | 38,653 | 39,426 | 40,215 | 41,019 | 41,840 |
|       |                                 | 2     | 42,676 | 43,530 | 44,400 | 45,288 | 46,194 | 47,118 | 48,060 | 49,022 | 50,002 | 51,002 | 52,022 | 53,063 |
|       |                                 | 3     | 54,124 | 55,206 | 56,311 | 57,437 | 58,585 | 59,757 | 60,952 | 62,171 | 63,415 | 64,683 | 65,977 | 67,296 |
| J     | Director                        | 1     | 36,342 | 37,069 | 37,810 | 38,566 | 39,338 | 40,125 | 40,927 | 41,746 | 42,580 | 43,432 | 44,301 | 45,187 |
|       |                                 | 2     | 46,090 | 47,012 | 47,952 | 48,912 | 49,890 | 50,888 | 51,905 | 52,943 | 54,002 | 55,082 | 56,184 | 57,308 |
|       |                                 | 3     | 58,454 | 59,623 | 60,815 | 62,032 | 63,272 | 64,538 | 65,829 | 67,145 | 68,488 | 69,858 | 71,255 | 72,680 |
| K     | Executive                       | 1     | 39,249 | 40,034 | 40,835 | 41,651 | 42,484 | 43,334 | 44,201 | 45,085 | 45,986 | 46,906 | 47,844 | 48,801 |
|       |                                 | 2     | 49,777 | 50,773 | 51,788 | 52,824 | 53,880 | 54,958 | 56,057 | 57,178 | 58,322 | 59,488 | 60,678 | 61,892 |
|       |                                 | 3     | 63,130 | 64,392 | 65,680 | 66,994 | 68,333 | 69,700 | 71,094 | 72,516 | 73,966 | 75,446 | 76,955 | 78,494 |
| L     | Part-Time/Seasonal<br>Temporary | 1     | 5.15   | 5.25   | 5.36   | 5.47   | 5.57   | 5.69   | 5.80   | 5.92   | 6.03   | 6.15   | 6.28   | 6.40   |
|       |                                 | 2     | 6.53   | 6.66   | 6.80   | 6.93   | 7.07   | 7.21   | 7.36   | 7.50   | 7.65   | 7.81   | 7.96   | 8.12   |
|       |                                 | 3     | 8.28   | 8.45   | 8.62   | 8.79   | 8.97   | 9.15   | 9.33   | 9.52   | 9.71   | 9.90   | 10.10  | 10.30  |
| V     | Seasonal/Temporary              | 1     | 6.00   | 6.75   | 7.50   | 8.25   | 9.00   | 9.75   | 10.50  | 11.25  | 12.00  | 12.75  |        |        |
|       |                                 | 2     | 6.25   | 7.00   | 7.75   | 8.50   | 9.25   | 10.00  | 10.75  | 11.50  | 12.25  | 13.00  |        |        |
|       |                                 | 3     | 6.50   | 7.25   | 8.00   | 8.75   | 9.50   | 10.25  | 11.00  | 11.75  | 12.50  |        |        |        |



EXHIBIT "B" CITY OF FORT WAYNE / COMMUNICATIONS SALARY GRID FOR 1998

| Class | Job Category             | L | MIN. 1 | 2      | 3      | 4      | 5      | MID. 6 | 7      | 8      | 9      | 10     | 11     | MAX. 12 |
|-------|--------------------------|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| M     | Communications           | 1 | 21,715 | 22,149 | 22,592 | 23,044 | 23,505 | 23,975 | 24,455 | 24,944 | 25,443 | 25,951 | 26,470 | 27,000  |
|       | 911 Call Takers          | 2 | 27,540 | 28,091 | 28,652 | 29,226 | 29,810 | 30,406 | 31,014 | 31,635 | 32,267 | 32,913 | 33,571 | 34,242  |
| N     | Communications           | 1 | 29,290 | 29,876 | 30,473 | 31,083 | 31,704 | 32,339 | 32,985 | 33,645 | 34,318 | 35,004 | 35,704 | 36,418  |
|       | Dispatchers              | 2 | 37,147 | 37,890 | 38,648 | 39,420 | 40,209 | 41,013 | 41,833 | 42,670 | 43,523 | 44,394 | 45,282 | 46,187  |
| O     | Communications           | 1 | 30,967 | 31,586 | 32,218 | 32,862 | 33,520 | 34,190 | 34,874 | 35,571 | 36,283 | 37,008 | 37,749 | 38,504  |
|       | Assistant Supervisor     | 2 | 39,274 | 40,059 | 40,860 | 41,678 | 42,511 | 43,361 | 44,229 | 45,113 | 46,015 | 46,936 | 47,874 | 48,832  |
| P     | Communications           | 1 | 29,756 | 30,351 | 30,958 | 31,577 | 32,209 | 32,853 | 33,510 | 34,180 | 34,864 | 35,561 | 36,272 | 36,998  |
|       | Electronic Technician    | 2 | 37,738 | 38,493 | 39,262 | 40,048 | 40,849 | 41,666 | 42,499 | 43,349 | 44,216 | 45,100 | 46,002 | 46,922  |
| Q     | Communications           | 1 | 21,205 | 21,629 | 22,062 | 22,503 | 22,953 | 23,412 | 23,880 | 24,358 | 24,845 | 25,342 | 25,849 | 26,366  |
|       | Administrative Assistant | 2 | 26,893 | 27,431 | 27,980 | 28,539 | 29,110 | 29,692 | 30,286 | 30,892 | 31,510 | 32,140 | 32,782 | 33,438  |
| R     | Communications           | 1 | 30,967 | 31,586 | 32,218 | 32,862 | 33,520 | 34,190 | 34,874 | 35,571 | 36,283 | 37,008 | 37,749 | 38,504  |
|       | Training Coordinator     | 2 | 39,274 | 40,059 | 40,860 | 41,678 | 42,511 | 43,361 | 44,229 | 45,113 | 46,015 | 46,936 | 47,874 | 48,832  |
| S     | Communications           | 1 | 31,157 | 31,780 | 32,416 | 33,064 | 33,725 | 34,400 | 35,088 | 35,790 | 36,505 | 37,235 | 37,980 | 38,740  |
|       | Supervisor               | 2 | 39,515 | 40,305 | 41,111 | 41,933 | 42,772 | 43,627 | 44,500 | 45,390 | 46,298 | 47,224 | 48,168 | 49,131  |
| T     | Communications           | 1 | 33,650 | 34,323 | 35,009 | 35,710 | 36,424 | 37,152 | 37,895 | 38,653 | 39,426 | 40,215 | 41,019 | 41,840  |
|       | Manager                  | 2 | 42,676 | 43,530 | 44,400 | 45,288 | 46,194 | 47,118 | 48,060 | 49,022 | 50,002 | 51,002 | 52,022 | 53,063  |
| U     | Communications           | 1 | 36,342 | 37,069 | 37,810 | 38,566 | 39,338 | 40,125 | 40,927 | 41,746 | 42,580 | 43,432 | 44,301 | 45,187  |
|       | Director                 | 2 | 46,090 | 47,012 | 47,952 | 48,912 | 49,890 | 50,888 | 51,905 | 52,943 | 54,002 | 55,082 | 56,184 | 57,308  |

Read the first time in full and on motion by Schmidt,  
and duly adopted, read the second time by title and referred to the Committee on Finance, (and the City Plan Commission for recommendation)  
and Public Hearing to be held after due legal notice, at the Common Council Conference  
Room 128, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_,  
the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_  
o'clock \_\_\_\_\_ M., E.S.T.

DATED: 8-12-97

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Schmidt,  
and duly adopted, placed on its passage. PASSED 105  
by the following vote:

|             | AYES     | NAYS | ABSTAINED | ABSENT |
|-------------|----------|------|-----------|--------|
| TOTAL VOTES | <u>9</u> |      |           |        |
| BENDER      | <u>✓</u> |      |           |        |
| CRAWFORD    | <u>✓</u> |      |           |        |
| EDMONDS     | <u>✓</u> |      |           |        |
| HALL        | <u>✓</u> |      |           |        |
| HAYHURST    | <u>✓</u> |      |           |        |
| HENRY       | <u>✓</u> |      |           |        |
| LUNSEY      | <u>✓</u> |      |           |        |
| RAVINE      | <u>✓</u> |      |           |        |
| SCHMIDT     | <u>✓</u> |      |           |        |

DATED: 9-18-97

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana,  
as (ANNEXATION) \_\_\_\_\_ (APPROPRIATION) \_\_\_\_\_ (GENERAL) \_\_\_\_\_ (SPECIAL) \_\_\_\_\_  
(ZONING) \_\_\_\_\_ ORDINANCE \_\_\_\_\_ RESOLUTION NO. D-85-97  
on the 18th day of September, 19 97

ATTEST: Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

SEAL Thomas P. Helmke  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the  
22nd day of September, 19 97,  
at the hour of 4:30 o'clock P., M., E.S.T.

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 29th day  
of September, 19 97, at the hour of 3:30  
o'clock P. M., E.S.T.

Paul Helmke  
PAUL HELMKE, MAYOR

1998 SALARY ORDINANCE

REGULAR FULL TIME  
DELETIONS - CHANGES - ADDITIONS

TO

FROM

A/C/D POSITION TITLE

APPROVAL DATE ORDINANCE NUMBER

LABOR GRID TITLE

GRADE

CITY CLERK'S OFFICE

|    |    |                                |          |         |  |
|----|----|--------------------------------|----------|---------|--|
| 12 | H  | Chief Deputy                   |          |         |  |
| 12 | C  | Research Assistant             |          |         |  |
| 11 | H  | Assistant Chief Deputy         |          |         |  |
| 10 | C  | Administrative Assistant       |          |         |  |
| 9  | H  | Parking Control Supervisor     | 01/14/97 | S-10-97 |  |
| 9  | D  | Violations Court Administrator |          |         |  |
| 8  | B  | Violations Bureau Specialist   |          |         |  |
| 7  | A  | Receptionist/Clerk             |          |         |  |
| 7  | D  | Deferral Program/Assistant     |          |         |  |
|    | UC | Violations Court Administrator | 01/14/97 | S-10-97 |  |
|    |    | Council Attorney               |          |         |  |

(Not to exceed \$41,105)

PARKS AND RECREATION

|    |    |  |          |         |  |
|----|----|--|----------|---------|--|
| 19 | K  | Director                               |          |         |  |
|    | J  | Deputy Director                        |          |         |  |
| 17 | J  | Superintendent                         |          |         |  |
| 17 | J  | Associate Director A                   |          |         |  |
| 16 | J  | Associate Director B                   |          |         |  |
| 16 | I  | Manager A                              |          |         |  |
| 15 | I  | Manager B                              |          |         |  |
|    |    |  |          |         |  |
| 14 | I  | Manager C                              |          |         |  |
| 13 | H  | Supervisor A                           |          |         |  |
| 12 | I  | Manager D                              |          |         |  |
| 12 | C  | Administrative Assistant               |          |         |  |
| 12 | H  | Supervisor B                           |          |         |  |
| 11 | H  | Supervisor C                           |          |         |  |
| 11 | H  | Assistant Supervisor                   |          |         |  |
| 11 | H  | Golf Green Superintendent              |          |         |  |
| 8  | H  | Supervisor D                           |          |         |  |
|    |    |  |          |         |  |
| 8  | D  | Office Manager/Reservation Coordinator | 01/14/97 | S-10-97 |  |
| 8  | A  | Executive Secretary VIII               | 01/14/97 | S-10-97 |  |
| 8  | B  | Executive Secretary/Bookkeeper         | 01/14/97 | S-10-97 |  |
| 8  | B  | Support Specialist/Accounts Receivable | 01/14/97 | S-10-97 |  |
| 8  | A  | Support Specialist/Receptionist        | 01/14/97 | S-10-97 |  |
| 7  | A  | Executive Secretary VII                | 01/14/97 | S-10-97 |  |
| 6  | A  | Receptionist/Typist                    | 01/14/97 | S-10-97 |  |
| 6  | A  | Reservation/Registration Clerk         | 01/14/97 | S-10-97 |  |
|    | UC | Golf Course Pro/Manager                |          |         |  |
|    |    | (Not to exceed 15,837.00)              |          |         |  |

UC not to exceed 15,837

15,375

15,837



1998 SALARY ORDINANCE

REGULAR FULL TIME  
DELETIONS - CHANGES - ADDITIONS

| 1998 SALARY ORDINANCE            |      |                                 | APPROVAL |        | ORDINANCE |                | REGULAR FULL TIME |    |  |
|----------------------------------|------|---------------------------------|----------|--------|-----------|----------------|-------------------|----|--|
| LABOR                            | GRID | TITLE                           | DATE     | NUMBER | A/C/D     | POSITION TITLE | FROM              | TO |  |
| METRO HUMAN RELATIONS COMMISSION |      |                                 |          |        |           |                |                   |    |  |
| 17                               | J    | Executive Director              |          |        |           |                |                   |    |  |
| 12                               | E    | Chief Investigator              |          |        |           |                |                   |    |  |
| 10                               | E    | Investigator III                |          |        |           |                |                   |    |  |
| 9                                | E    | Investigator II                 |          |        |           |                |                   |    |  |
| 9                                | E    | Investigator I                  |          |        |           |                |                   |    |  |
| 8                                | A    | Executive Secretary VIII        |          |        |           |                |                   |    |  |
| MAYORS OFFICE                    |      |                                 |          |        |           |                |                   |    |  |
| 20                               | K    | Chief of Staff                  |          |        |           |                |                   |    |  |
| 19                               | K    | Strategic Planner               |          |        |           |                |                   |    |  |
| 14                               | C    | Executive Assistant             |          |        |           |                |                   |    |  |
| 11                               | C    | Administrative Assistant        |          |        |           |                |                   |    |  |
| 8                                | A    | Executive Secretary VIII        |          |        |           |                |                   |    |  |
| 7                                | A    | Receptionist                    |          |        |           |                |                   |    |  |
| INTERNAL AUDIT                   |      |                                 |          |        |           |                |                   |    |  |
| 17                               | J    | Director of Internal Audit      |          |        |           |                |                   |    |  |
| 13                               | E    | Staff Auditor                   |          |        |           |                |                   |    |  |
| PUBLIC INFORMATION               |      |                                 |          |        |           |                |                   |    |  |
| 14                               | J    | Director of Public Information  |          |        |           |                |                   |    |  |
| 12                               | E    | Public Information Officer      |          |        |           |                |                   |    |  |
| 11                               | A    | Executive Secretary IV          |          |        |           |                |                   |    |  |
| NEIGHBORHOOD/CITIZEN'S ADVOCATE  |      |                                 |          |        |           |                |                   |    |  |
| 14                               | J    | Neighborhood/Citizen's Advocate |          |        |           |                |                   |    |  |
| 8                                | D    | Assistant Citizen's Advocate    |          |        |           |                |                   |    |  |

1998 SALARY ORDINANCE

| REGULAR FULL TIME  |  |               | DELETIONS - CHANGES - ADDITIONS |                   |                                   |   |
|--|--|---------------|---------------------------------|-------------------|-----------------------------------|---|
| LABOR GRID   | TITLE  | APPROVAL DATE | ORDINANCE NUMBER                | A/C/D             | POSITION TITLE                    | FROM TO   |
| LAW DEPARTMENT   |  |               |                                 |                   |                                   |   |
| UC   | City Attorney (Corporate Counsel)<br>(Not to exceed \$58,632.00) |               |                                 | Change            | City Attorney (Corporate Counsel) | UC not to exceed 55,840 (Not to exceed \$58,632.00) |
| UC   | Associate City Attorney<br>(Not to exceed \$31,787.00)           |               |                                 | Change            | Associate City Attorney           | UC not to exceed 30,273 (Not to exceed \$31,787.00) |
| 11 C   | Legal Research/Administrative Assistant                          |               |                                 |                   |                                   |   |
| LABOR RELATIONS  |  |               |                                 |                   |                                   |   |
| 11 D   | Labor Relations Specialist                                       |               |                                 | Department Change | Labor Relations Specialist        | Human Resources Law - Labor Relations               |
| DRUG REGIONAL ADVISORY COUNCIL   |  |               |                                 |                   |                                   |   |
| 16 J   | Director/Governor's Commission for a Drug-Free Indiana           |               |                                 | Change Title      | Coordinator I                     | Coordinator I                                       |
| 13 E   | Coordinator I  |               |                                 | Change Title      | Coordinator II                    | Coordinator II                                      |
| 13 E   | Coordinator II   |               |                                 |                   |                                   |   |
| 5 A  | Executive Secretary V  |               |                                 |                   |                                   |   |
| (The positions in the Drug Regional Advisory Council are exempt from any and all local residency requirements. The incumbents have no right to continue employment with the City upon expiration of State Funding for these positions pursuant to Special Ordinance 89-09-21). |  |               |                                 |                   |                                   |   |

1998 SALARY ORDINANCE

REGULAR FULL TIME  
DELETIONS - CHANGES -ADDITIONS

| 1998 SALARY ORDINANCE                       |      |   | REGULAR FULL TIME |           |       | DELETIONS - CHANGES -ADDITIONS |         |    |
|---|------|---|-------------------|-----------|-------|--------------------------------|---------|----|
| LABOR                                       | GRID | TITLE   | APPROVAL          | ORDINANCE | A/C/D | POSITION TITLE                 | FROM    | TO |
| GRADE                                       |      |   | DATE              | NUMBER    |       |                                |         |    |
| <u>FINANCE AND ADMINISTRATION</u>           |      |   |                   |           |       |                                |         |    |
| 19  | K    | Director of Finance & Administration Division |                   |           |       |                                |         |    |
| 18  | J    | Deputy Controller                             |                   |           |       |                                |         |    |
| 15  | H    | Accounting Supervisor                         |                   |           |       |                                |         |    |
| 11  | C    | Administrative Assistant                      |                   |           |       |                                |         |    |
| 9   | E    | Barrett Law Accountant                        | 01/14/97          |           |       |                                | S-10-97 |    |
| 9   | E    | Financial Accountant                          | 01/14/97          |           |       |                                | S-10-97 |    |
| 9   | E    | Financial Accountant/Investment               | 01/14/97          |           |       |                                | S-10-97 |    |
| 9   | E    | Fixed Assets Accountant                       | 01/14/97          |           |       |                                | S-10-97 |    |
| 9   | E    | Financial-Accountant/Bank Reconciliation      | 01/14/97          |           |       |                                | S-10-97 |    |
| 6   | B    | Bookkeeper/Data Entry Clerk                   | 01/14/97          |           |       |                                | S-10-97 |    |
| 5   | A    | Accounting Clerk/Receptionist                 | 01/14/97          |           |       |                                | S-10-97 |    |
| <u>PROPERTY MANAGEMENT</u>                  |      |   |                   |           |       |                                |         |    |
| 13  | I    | Property Manager                              |                   |           |       |                                |         |    |
| <u>PAYROLL SERVICES</u>                     |      |   |                   |           |       |                                |         |    |
| 13  | H    | Supervisor of Payroll Services                |                   |           |       |                                |         |    |
| 10  | B    | Payroll Administrator III                     |                   |           |       |                                |         |    |
| 9   | B    | Payroll Administrator II                      |                   |           |       |                                |         |    |
| <u>RISK MANAGEMENT</u>                      |      |   |                   |           |       |                                |         |    |
| 15  | I    | Risk Manager                                  |                   |           |       |                                |         |    |
| 12  | E    | Medical Coordinator                           |                   |           |       |                                |         |    |
| 11  | D    | Safety Claims/Investigator                    |                   |           |       |                                |         |    |
| 11  | D    | Benefits Administrator                        |                   |           |       |                                |         |    |
| 9   | C    | Administrative Assistant                      |                   |           |       |                                |         |    |
| 7   | A    | Executive Secretary VII/Receptionist          |                   |           |       |                                |         |    |
| <u>PURCHASING SERVICES</u>                  |      |   |                   |           |       |                                |         |    |
| 16  | J    | Director of Purchasing Services               |                   |           |       |                                |         |    |
| 13  | H    | Assistant Director of Purchasing Services     | 01/14/97          |           |       |                                | S-10-97 |    |
| 10  | D    | Bid Specialist/Buyer                          | 01/14/97          |           |       |                                | S-10-97 |    |
| 9   | D    | Buyer   |                   |           |       |                                |         |    |
| 8   | A    | Executive Secretary VIII                      |                   |           |       |                                |         |    |
| 7   | A    | Data Entry Clerk                              | 01/14/97          |           |       |                                | S-10-97 |    |
| <u>OFFICE &amp; ADMINISTRATIVE SERVICES</u> |      |   |                   |           |       |                                |         |    |
| 9   | A    | Executive Secretary/Instructor                |                   |           |       |                                |         |    |
| 7   | A    | Executive Clerical Secretary                  |                   |           |       |                                |         |    |
| 5   | A    | Executive Clerical Assistant                  |                   |           |       |                                |         |    |





1998 SALARY ORDINANCE

REGULAR FULL TIME  
DELETIONS - CHANGES - ADDITIONS

| LABOR<br>GRADE | GRID | TITLE | APPROVAL |  | ORDINANCE<br>NUMBER | A/C/D |  | POSITION TITLE | FROM |  | TO |
|----------------|------|-------|----------|--|---------------------|-------|--|----------------|------|--|----|
|                |      |       | DATE     |  |                     |       |  |                |      |  |    |

CITY UTILITIES

UTILITIES ADMINISTRATION

|    |   |                                      |
|----|---|--------------------------------------|
| UC |   | Council to City Utilities            |
| 19 | K | Director of City Utilities           |
| 16 | J | Associate Director of City Utilities |
| 11 | C | Administrative Assistant             |
| 9  | A | Executive Secretary IX               |

DATA CONTROL

|    |   |                          |
|----|---|--------------------------|
| 15 | I | Billing Systems Manager  |
| 13 | C | Administrative Assistant |

WATER RESOURCES GROUP

GIS, Water Engineering, Water Pollution Control Engineering, Stormwater Engineering and Water Resources have consolidated departments to form: "The Water Resources Group"

|    |   |                          |              |  |  |   |
|----|---|--------------------------|--------------|--|--|---|
| 17 | J | Chief of Engineer        | Title Change | Chief of Engineer  | Chief Engineer of Water Resources                      | Chief of Engineer                       |
| 16 | I | Manager of Engineering   | Consolidate  | Managers of GIS/IMS, Manager of Water Engineering, Manager of WPC Engineering, and Manager of Stormwater Engineering |  | Manager of Engineering                  |
| 15 | I | Program Manager          | Consolidate  | Program Manager  | Program Manager of Water Pollution Control Engineering | Program Manager (Water Resources Group) |
| 8  | C | Administrative Assistant | Addition     | Administrative Assistant   | New  | C                                       |
|    | A | Executive Secretary VIII | Consolidate  | Executive Secretary VIII of Water Engineering, Water Pollution Control Engineering and Stormwater Engineering        |  | Executive Secretary VIII                |

FILTRATION PLANT

|    |   |                             |
|----|---|-----------------------------|
| 17 | J | Superintendent              |
| 16 | I | Assistant Superintendent    |
| 15 | H | Supervisor of Maintenance   |
| 15 | H | Supervisor of Water Quality |
|    | E | Chief Chemist               |
| 12 | C | Administrative Assistant    |

Addition  
Chief Chemist

E

1998 SALARY ORDINANCE

| 1998 SALARY ORDINANCE               |      |                          |                  | REGULAR FULL TIME<br>DELETIONS - CHANGES -ADDITIONS |             |  |      |                 |
|-------------------------------------|------|--------------------------|------------------|---|-------------|--|------|-----------------|
| LABOR<br>GRADE                      | GRID | TITLE                    | APPROVAL<br>DATE | ORDINANCE<br>NUMBER                                 | A/C/D       | POSITION TITLE   | FROM | TO              |
| <u>MAINTENANCE OPERATIONS GROUP</u> |      |                          |                  |   |             |  |      |                 |
| 17                                  | J    | Superintendent           |                  |   | Consolidate | Water Maintenance & Service, Water Pollution Control Maintenance & Stormwater Maintenance have consolidated departments to form: "Maintenance Operations Group"  |      | Superintendent  |
| 15                                  | I    | Program Manager          |                  |   | Consolidate | Superintendent of Water Maintenance & Service and Superintendent of Water Pollution Control Maintenance  |      | Program Manager |
| 13                                  | H    | Supervisor               |                  |   | Consolidate | Assistant Superintendent of Water Maintenance & Service, Water Pollution Control Maintenance and Stormwater Maintenance<br>Supervisor of Water Maintenance & Service ,<br>Supervisor of Water Pollution Control Maintenance & Stormwater Maintenance |      | Supervisor      |
|                                     | A    | Executive Secretary VIII |                  |   | Addition    | Executive Secretary VIII   |      | A               |

1998 SALARY ORDINANCE

| 1998 SALARY ORDINANCE                |      |                               | REGULAR FULL TIME<br>DELETIONS - CHANGES -ADDITIONS |                     |              |                                     |                               |               |
|--------------------------------------|------|-------------------------------|---|---------------------|--------------|-------------------------------------|-------------------------------|---------------|
| LABOR<br>GRADE                       | GRID | TITLE                         | APPROVAL<br>DATE                                    | ORDINANCE<br>NUMBER | A/C/D        | POSITION TITLE                      | FROM                          | TO            |
| <u>WATER POLLUTION CONTROL PLANT</u> |      |                               |   |                     |              |                                     |                               |               |
| 17                                   | J    | Superintendent                |   |                     |              |                                     |                               |               |
| 16                                   | I    | Assistant Superintendent      |   |                     |              |                                     |                               |               |
| 15                                   | H    | Supervisor of Water Quality   |   |                     |              |                                     |                               |               |
| 15                                   | H    | Supervisor of Operations      |   |                     |              |                                     |                               |               |
| 15                                   | H    | Supervisor of Maintenance     |   |                     |              |                                     |                               |               |
| 15                                   | H    | Supervisor of Agroservices    |   |                     |              |                                     |                               |               |
| 14                                   | E    | Chief Chemist                 |   |                     | Title Change | Chief Chemist                       | Chemist                       | Chief Chemist |
| 12                                   | C    | Administrative Assistant      |   |                     | Delete       | Assistant Supervisor of Maintenance | Was a Labor Grade 13 - Grid H |               |
| <u>CUSTOMER RELATIONS</u>            |      |                               |   |                     |              |                                     |                               |               |
| 15                                   | I    | Customer Relations Manager    |   |                     |              |                                     |                               |               |
| 13                                   | H    | Supervisor                    |   |                     |              |                                     |                               |               |
| <u>METER READING</u>                 |      |                               |   |                     |              |                                     |                               |               |
| 15                                   | I    | Meter Reading Manager         |   |                     |              |                                     |                               |               |
| <u>GENERAL ACCOUNTING</u>            |      |                               |   |                     |              |                                     |                               |               |
| 15                                   | I    | General Accounting Manager    |   |                     |              |                                     |                               |               |
| 12                                   | E    | Project Accountant            |   |                     |              |                                     |                               |               |
| 12                                   | E    | Analyst                       |   |                     |              |                                     |                               |               |
| 12                                   | E    | Financial Accountant          |   |                     |              |                                     |                               |               |
| 12                                   | E    | Fixed Asset/Budget Accountant |   |                     |              |                                     |                               |               |
| 9                                    | B    | Bookkeeper/Accountant         |   |                     | Delete       | Bookkeeper/Data Entry               | Was a Labor Grade 6 - Grid A  |               |



1998 SALARY ORDINANCE

REGULAR FULL TIME

DELETIONS - CHANGES -ADDITIONS

APPROVAL DATE

ORDINANCE NUMBER

LABOR GRID TITLE  
GRADE

A/C/D POSITION TITLE

FROM

TO

COMMUNITY AND ECONOMIC DEVELOPMENT

C&ED ADMINISTRATION

- 19 K Director Community & Economic Development Division
- 16 I Community Development Projects Administrator
- 14 I Fiscal Manager
- 13 G Community Development Program Specialist
- 12 B Staff Accountant
- 9 C Administrative Assistant

Title Change  
Grid Change

Community Development Program Specialist  
Community Development Program Specialist

Community Development Specialist  
Community Development Specialist

Community Development Program Specialist  
Community Development Program Specialist

PLANNING

- 18 J Director of Planning
- 16 I Senior Planner (Planner III)
- 14 G GIS Planner (Planner II)
- 13 G Planner II
- 12 G Planner I
- 12 G Historic Preservation Assistant
- 9 C Administrative Assistant

Title Change

GIS Planner (Planner II)

GIS Planner

GIS Planner (Planner II)

Grid Change

Historic Preservation Assistant

ECONOMIC DEVELOPMENT

- 18 J Director of Economic Development
- 15 I Senior Business Development Specialist
- 15 I Senior Finance Specialist
- 14 E Finance Specialist
- 13 E Business Development Specialist/UEA Administrator
- 11 D Business Development Specialist
- 10 C Assistant Business Development Specialist
- 7 A Administrative Assistant
- 6 A Executive Secretary VII
- 6 A Executive Secretary VI

Title Change  
Addition

Senior Business Development Specialist

Senior Finance Specialist

Finance Specialist

Business Development Specialist/UEA Administrator

Business Development Specialist

Assistant Business Development Specialist

Senior Economic Development Specialist Senior Business Development Specialist.

Economic Development Specialist

Economic Development Specialist

Business Development Specialist

| 1998 SALARY ORDINANCE                                |      |                             | REGULAR FULL TIME |                  |             | DELETIONS - CHANGES - ADDITIONS |                      |    |
|--|------|-----------------------------|-------------------|------------------|-------------|---------------------------------|----------------------|----|
| LABOR GRADE  | GRID | TITLE                       | APPROVAL DATE     | ORDINANCE NUMBER | A/C/D       | POSITION TITLE                  | FROM                 | TO |
| <u>REDEVELOPMENT</u>                                 |      |                             |                   |                  |             |                                 |                      |    |
| 18   | J    | Director of Redevelopment   |                   |                  |             |                                 |                      |    |
| 15   | E    | Redevelopment Specialist    |                   |                  |             |                                 |                      |    |
| 10   | B    | Bookkeeper/Accountant       |                   |                  |             |                                 |                      |    |
| 9  | C    | Administrative Assistant    |                   |                  |             |                                 |                      |    |
| <u>NEIGHBORHOOD CODE ENFORCEMENT</u>                 |      |                             |                   |                  |             |                                 |                      |    |
| 17   | J    | NCE Administrator           |                   |                  |             |                                 |                      |    |
| 14   | I    | Enforcement Manager         |                   |                  |             |                                 |                      |    |
| 14   | I    | Case Systems Manager        |                   |                  |             |                                 |                      |    |
| 12   | D    | Legal Assistant             |                   |                  |             |                                 |                      |    |
| <u>HOUSING AND NEIGHBORHOOD DEVELOPMENT SERVICES</u> |      |                             |                   |                  |             |                                 |                      |    |
| 17   | J    | HANDS Administrator         |                   |                  |             |                                 |                      |    |
| 14   | I    | Program Development Manager |                   |                  |             |                                 |                      |    |
| 14   | I    | Construction Manager        |                   |                  |             |                                 |                      |    |
| 9  | C    | Administrative Assistant    |                   |                  |             |                                 |                      |    |
|  |      |                             |                   |                  | Delete      | Loan Processing Manager         | Was a Labor Grade 14 |    |
|  |      |                             |                   |                  | Delete      | Executive Secretary VII         | Was a Labor Grade 7  |    |
|  |      |                             |                   |                  | Grid Change | Compliance Administrator        | J                    | I  |
| <u>CONTRACT COMPLIANCE</u>                           |      |                             |                   |                  |             |                                 |                      |    |
| 17   | I    | Compliance Administrator    |                   |                  |             |                                 |                      |    |
| 11   | E    | Compliance Officer          |                   |                  |             |                                 |                      |    |
| 8  | A    | Executive Secretary VIII    |                   |                  |             |                                 |                      |    |

1998 SALARY ORDINANCE

REGULAR FULL TIME  
DELETIONS - CHANGES - ADDITIONS

| 1998 SALARY ORDINANCE |      |       | REGULAR FULL TIME |           |                                 |                |
|-----------------------|------|-------|-------------------|-----------|---------------------------------|----------------|
| LABOR                 | GRID | TITLE | APPROVAL          | ORDINANCE | DELETIONS - CHANGES - ADDITIONS |                |
|                       |      |       | DATE              | NUMBER    | A/C/D                           | POSITION TITLE |
|                       |      |       |                   |           | FROM                            | TO             |
| PUBLIC SAFETY         |      |       |                   |           |                                 |                |

PUBLIC SAFETY ADMINISTRATION

19 K Director of Public Safety Division

HUMAN RESOURCES

16 J Associate Director of Human Resources  
12 E Employment Specialist  
11 C Office Manager  
7 A Executive Secretary VII  
5 A Executive Secretary V  
11

ANIMAL CONTROL

17 J Director of Animal Care and Control  
11 H Office Supervisor  
11 H Enforcement Supervisor  
11 H Animal Care Supervisor  
11 E Humane Education Specialist

COMMUNICATIONS

17 U Chief of Communications  
15 U Director of Operations  
13 U Supervisor of Technicians  
- 13 S Supervisor of Dispatchers  
13 S Assistant Director of Operations  
12 P Electronics Technician  
11 Q Administrative Assistant  
11 N Dispatcher  
9 O Assistant Supervisor of Dispatchers  
9 R Training Coordinator  
7 M 911 Call Taker

WEIGHTS & MEASURES

13 I Weights & Measures Inspector  
C Administrative Assistant/Deputy Inspector

Delete  
Department Change  
System Manager  
Labor Relations Specialist  
Was a Labor Grade 14  
Human Resources  
Law - Labor Relations  
Title Change  
Assistant Supervisor of Dispatchers  
Shift Lieutenant  
Assistant Supervisor of Dispatchers  
New Position  
Administrative Assistant/Deputy Inspector  
C

Seasonal

| DEPT   | LEVEL | TITLE                         | DATE    | NUMBER     | TYPE OF CHANGE        | TITLE              | FROM                     | TO                |
|--|-------|-------------------------------|---------|------------|-----------------------|--------------------|--------------------------|-------------------|
| <b>**NOTE** ALL LABOR GRADES FROM ORDINANCE S-97-04-13 CHANGED FROM LABOR GRADES TO "L", WITH THE EXCEPTION OF PARKS &amp; RECREATION DEPARTMENT WHICH ARE NOW "V"</b> |       |                               |         |            |                       |                    |                          |                   |
| CITY CLERK'S   | L     | Receptionist/Clerk            | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| <b>PARKS AND RECREATION</b>  |       |                               |         |            |                       |                    |                          |                   |
| V  |       | Pool Staff (non-certified)    | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Playground Staff              | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Clerical Staff                | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Hurshstown Attendant          | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Building & Grounds Staff      | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Landscape Staff               | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Theatre Attendant             | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Tennis Staff                  | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Ice Arena Staff               | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Zoo Staff                     | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Forestry Staff                | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Horticulture Staff            | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Recreation Center Staff       | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Golf Course Maintenance       | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Maintenance                   | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Intern                        |         |            | Title change Addition | Maintenance Intern | Maintenance 3-4 months 1 | Maintenance - V V |
| V  |       | Recreation Center Leaders     | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Day Camp Leaders              | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Swimming Instructors          | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Golf Course Cashiers/Starters | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Playground Leaders            | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Life Guards                   | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Ice Arena Attendant           | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Sports Instructor             | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Lindenwood Naturalist         | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Tennis Instructors            | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Day Camp Asst. Manager        | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Recreation Site Supervisors   | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Pool-Head Lifeguard           | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |
| V  |       | Aquatic Ctr. Manager          | 5/15/97 | S-97-04-13 |                       |                    |                          |                   |



Seasonal

| DEPT | LEVEL | TITLE                                   | DATE    | NUMBER     | TYPE OF CHANGE | TITLE                                   | FROM               | TO                            |
|------|-------|---|---------|------------|----------------|---|--------------------|-------------------------------|
|      | V     | Day Camp Manager                        | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Aquatics Supervisor                     | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Hockey Program Director                 | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Theatre Manager                         | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Theatre Assistant Manager               | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Special Events Coordinator              | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Campground Manager                      | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Playground/Role-Model Coordinator       |         |            | Addition       | Playground/Role -Model Coordinator      |                    |                               |
|      | V     | Golf Course Asst. Greens Superintendent |         |            | Addition       | Golf Course Asst. Greens Superintendent |                    |                               |
|      | V     | Basketball Instructors                  |         |            | Addition       | Basketball Instructors                  |                    | V                             |
|      | V     | Pre-School Leaders                      |         |            | Addition       | Pre-School Leaders                      |                    | V                             |
|      | V     | Volleyball Instructor                   |         |            | Addition       | Volleyball Instructor                   |                    | V                             |
|      | V     | Pre-School Program Supervisors          |         |            | Title Change   | Pre-School Program Supervisor           | Program Supervisor | Pre-School Program Supervisor |
|      | V     | Zoo Supervisors                         | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Golf Course Asst. Manager               | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Sports Supervisors                      | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Tennis Supervisors                      | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Playground Area Supervisor              |         |            | Addition       | Playground Area Supervisor              |                    |                               |
|      | V     | Recreation Specialist                   | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Hurstown Manager                        | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Lindenwood Manager                      | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Theatre Technician                      | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Sports Coordinator                      | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Playground Supervisor                   | 5/15/97 | S-97-04-13 |                |   |                    |                               |
|      | V     | Basketball Program Coordinator          |         |            | Addition       | Basketball Program Coordinator          |                    | V                             |
|      | V     | Junior Golf Director                    |         |            | Addition       | Junior Golf Director                    |                    | V                             |
|      | V     | Tennis Program Coordinator              |         |            | Addition       | Tennis Program Coordinator              |                    | V                             |
|      | V     | Volleyball Program Coordinator          |         |            | Addition       | Volleyball Program Coordinator          |                    |                               |

| Seasonal                                   |       |  |         |            |   |
|--|-------|--|---------|------------|---|
| DEPT                                       | LEVEL | TITLE                                  | DATE    | NUMBER     |   |
| <u>METRO HUMAN RELATIONS COMMISSION</u>    |       |  |         |            |   |
| L  |       | Receptionist/Typist (Temporary)        | 5/15/97 | S-97-04-13 |   |
| L  |       | Intern/Assistant Investigator          |         |            | L |
| <u>MAYOR'S OFFICE</u>                      |       |  |         |            |   |
| L  |       | Intern                                 |         |            | L |
| <u>INTERNAL AUDIT</u>                      |       |  |         |            |   |
| L  |       | Intern/Staff Auditor                   | 5/15/97 | S-97-04-13 |   |
| <u>PUBLIC INFORMATION</u>                  |       |  |         |            |   |
| L  |       | Executive Secretary (Part-time)        | 5/15/97 | S-97-04-13 |   |
|  |       | Public Information Office              |         |            |   |
| <u>FINANCE AND ADMINISTRATION</u>          |       |  |         |            |   |
| L  |       | Finance & Administration Intern        | 5/15/97 | S-97-04-13 |   |
| <u>PAYROLL SERVICES</u>                    |       |  |         |            |   |
| L  |       | Benefits Specialist                    | 5/15/97 | S-97-04-13 |   |
| <u>PUBLIC WORKS</u>                        |       |  |         |            |   |
| <u>TRANSPORTATION ENGINEERING SERVICES</u> |       |  |         |            |   |
| L  |       | Clerical Aide (Intern)                 | 5/15/97 | S-97-04-13 |   |
| L  |       | Seasonal Office Employee               | 5/15/97 | S-97-04-13 |   |
| L  |       | Seasonal Field Employee                | 5/15/97 | S-97-04-13 |   |
| L  |       | Intern (Part-time)                     | 5/15/97 | S-97-04-13 |   |
| <u>TRAFFIC ENGINEERING</u>                 |       |  |         |            |   |
| L  |       | Signal Division Helper (Summer Intern) | 5/15/97 | S-97-04-13 |   |
| L  |       | Sign Division Helper (Summer Intern)   | 5/15/97 | S-97-04-13 |   |
| L  |       | Traffic Counter (Summer Intern)        | 5/15/97 | S-97-04-13 |   |
| L  |       | Technician (Part-time)                 | 5/15/97 | S-97-04-13 |   |
| <u>STREET DEPARTMENT</u>                   |       |  |         |            |   |
| L  |       | Leaf Pick-up Laborer (Seasonal)        | 5/15/97 | S-97-04-13 |   |
| <u>CITY UTILITIES</u>                      |       |  |         |            |   |
| <u>UTILITIES ADMINISTRATION</u>            |       |  |         |            |   |
| L  |       | Public Information Intern              | 5/15/97 | S-97-04-13 |   |
| L  |       | Clerk/Summer Intern                    | 5/15/97 | S-97-04-13 |   |
| L  |       | Intern/Special Projects                | 5/15/97 | S-97-04-13 |   |

| Seasonal   |       |   |         |            |                |                           |                          |                               |
|--|-------|---|---------|------------|----------------|---------------------------|--------------------------|-------------------------------|
| DEPT   | LEVEL | TITLE   | DATE    | NUMBER     | TYPE OF CHANGE | TITLE                     | FROM                     | TO                            |
| <u>WATER POLLUTION CONTROL PLANT</u>                 |       |   |         |            |                |                           |                          |                               |
|  | L     | Receptionist/Typist (Part-time)                         | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Laboratory Intern                                       | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Intern/Clerical   | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Gatekeeper (seasonal)                                   | 5/15/97 | S-97-04-13 | Delete         | Groundskeeper (seasonal)  | S-97-04-13               |                               |
| <u>CUSTOMER RELATIONS</u>                            |       |   |         |            |                |                           |                          |                               |
|  | L     | Customer Service Intern                                 | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Customer Relations Representative (Perm Part-time)      | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
| <u>METER READING</u>                                 |       |   |         |            |                |                           |                          |                               |
|  | L     | Meter Reading (Temporary)                               | 5/15/97 | S-97-04-13 | Title Change   | Meter Reading (Temporary) | Meter Reading (Seasonal) | Meter Reading (Temporary) - L |
| <u>COMMUNITY AND ECONOMIC DEVELOPMENT</u>            |       |   |         |            |                |                           |                          |                               |
| <u>C &amp; ED ADMINISTRATION</u>                     |       |   |         |            |                |                           |                          |                               |
|  | L     | Intern  | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | CDC Servicing Consultant (Part-time)                    | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Tax Reversion Property Manager (Seasonal-Temporary)     | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Policy Research Assistant (Summer Intern)               | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | C&ED Intern   | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
| <u>PLANNING</u>                                      |       |   |         |            |                |                           |                          |                               |
|  | L     | Tax Reversion Program Intern                            | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Research Assistant (Part-time Temporary)                | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Land Use Management Intern                              | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Historic Preservation (Summer Intern)                   | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
| <u>NEIGHBORHOOD CODE ENFORCEMENT</u>                 |       |   |         |            |                |                           |                          |                               |
|  | L     | Exterior Paint Program Coordinator (Full-Time Seasonal) | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Paint Program Intake Clerk (Seasonal)                   | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Weed Program Inspector (Seasonal)                       | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
|  | L     | Weed Control Coordinator (Seasonal)                     | 5/15/97 | S-97-04-13 |                |                           |                          |                               |
| <u>HOUSING AND NEIGHBORHOOD DEVELOPMENT SERVICES</u> |       |   |         |            |                |                           |                          |                               |
|  | L     | Construction Intern                                     | 5/15/97 | S-97-04-13 |                |                           |                          |                               |

Seasonal

| DEPT                          | LEVEL | TITLE                                  | DATE    | NUMBER     | TYPE OF CHANGE | TITLE                                     | FROM       | TO |
|-------------------------------|-------|--|---------|------------|----------------|---|------------|----|
| <u>CONTRACT COMPLIANCE</u>    |       |  |         |            |                |   |            |    |
|                               | L     | Compliance Aide                        | 5/15/97 | S-97-04-13 |                |   |            |    |
| <u>PUBLIC SAFETY</u>          |       |  |         |            |                |   |            |    |
| <u>HUMAN RESOURCES</u>        |       |  |         |            |                |   |            |    |
|                               | L     | Human Resources Assistant/Intern       | 5/15/97 | S-97-04-13 | Delete         | HR Clerical Assistant/Records Retention I | S-97-04-13 |    |
| <u>ANIMAL CONTROL</u>         |       |  |         |            |                |   |            |    |
|                               | L     | Humane Education Assistant             | 5/15/97 | S-97-04-13 |                |   |            |    |
|                               | L     | Adoption Assistant                     | 5/15/97 | S-97-04-13 |                |   |            |    |
|                               | L     | Kennel Attendant (Permanent Part-Time) | 5/15/97 | S-97-04-13 |                |   |            |    |
| <u>WEIGHTS &amp; MEASURES</u> |       |  |         |            |                |   |            |    |
|                               | L     | Summer Intern/Deputy Inspector         | 5/15/97 | S-97-04-13 |                |   |            |    |



SPECIAL ORDINANCE NO. S-69-96

**AN ORDINANCE fixing the salaries of  
each and every appointed officer,  
employee, deputy assistant, departmental  
and institutional head of the Civil  
City and City Utilities of the City  
of Fort Wayne, Indiana for the year 1998**

WHEREAS, the Mayor and the Common Council of the City of Fort Wayne, Indiana, have according to the powers outlined in IC 36-4-7-3 and IC 36-8-3-3(d) have assigned to each employee of the Civil City of Fort Wayne and of City Utilities of Fort Wayne a Job Category under the City Classification System established by Resolution No. R-52-96 as subsequently modified and improved, which categories should accurately reflect the duties and responsibilities of said employees, and

WHEREAS, the Mayor of the City of Fort Wayne has recommended a maximum salary level for each job category in a systematic way, and

WHEREAS, the Clerk of the City of Fort Wayne, the Park Department Board and the Metropolitan Human Relations Commission have recommended job category designations for positions within their respective jurisdictions, and

WHEREAS, the Common Council must assure that salaries reflect the duties and responsibilities assigned to each employee, and to be certain that such salaries are fair and equitable, and

WHEREAS, the funds of such salaries are to be provided for the **1998** City Budget and from City Utilities operating funds and other sources as may be specified by the Common Council.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF  
THE CITY OF FORT WAYNE, INDIANA:**

SECTION 1. That all employees of the Civil City of Fort Wayne

1 and of City Utilities, shall be classified by the letters, titles and job categories herein designated,  
2 and that no changes be made in any job category without the specific approval of the Common  
3 Council except for those brought about by collective bargaining with authorized representatives  
4 of City or Utilities employees in accordance with the existing collective bargaining agreements.

5 **SECTION 2.** That the following grid of salaries is fixed and authorized as the  
6 grid for approved job categories. It shall be the City's policy that no employee shall be paid  
7 below their job category and hereby will not be exceeded, except for approved shift differentials,  
8 approved longevity pay, approved overtime pay, approved technical skill pay, approved  
9 educational bonus, approved clothing allowance, approved previously accrued vacation payoff,  
10 sick time, FLSA earned compensatory time or approved car allowance.

11 SEE EXHIBITS "A" and "B" ATTACHED HERETO AND MADE A  
12 PART HEREOF IN ITS ENTIRETY

13 The grid, as reflected on Exhibits "A," and "B" is an attempt to maintain an orderly,  
14 consistent and competitive pay policy that includes a "bonus" program for superior performance  
15 and a "Grid System" that represents the actual market range for the Non-Union positions with  
16 City Government and its Utilities. Actual adjustments in salaries within amounts fixed herein by  
17 Council will result from 1) any general increase to the Grid shall only occur should the actual  
18 market range for a Job Category increase considerably, and/or 2) Progression to a level  
19 specified in an approved collective bargaining agreement between the City of Fort Wayne and a  
20 recognized bargaining unit.

21 **SECTION 3.** The following is a true and complete listing of all Civil City  
22 and City Utilities salaried non-bargaining unit positions by Letter, Position Title, and Job  
23 Category. It does not include those positions which are specified as part of a bargaining unit  
24 having a written economic agreement with the City or Utilities negotiated by the Director of City  
25 Human Resources and approved by the Common Council.

|    |                      |                                    |   |
|----|----------------------|------------------------------------|---|
| 1  |                      |                                    |   |
| 2  |                      |                                    |   |
| 3  | <b><u>LETTER</u></b> | <b><u>JOB CATEGORY</u></b>         | <b><u>JOB POSITION/TITLE</u></b>              |
| 4  |                      | <b><u>CITY CLERK'S OFFICE</u></b>  |   |
| 5  | H                    | Supervisor                         | Chief Deputy                                  |
| 6  | C                    | Administrative Assistant           | Research Assistant                            |
| 7  | H                    | Supervisor                         | Assistant Chief Deputy                        |
| 8  | C                    | Administrative Assistant           | Administrative Assistant                      |
| 9  | H                    | Supervisor                         | Parking Control Supervisor                    |
| 10 | D                    | Para-Professional                  | Violations Court Administrator                |
| 11 | B                    | Accountant/Bookkeeper              | Violations Bureau Specialist                  |
| 12 | A                    | Clerical/Executive Secretary       | Receptionist/Clerk                            |
| 13 | D                    | Para-Professional                  | Deferral Program/Assistant Violations         |
| 14 |                      |                                    | Court Administrator                           |
| 15 | UC                   | (Not to exceed \$41,105)           | Council Attorney                              |
| 16 |                      |                                    |   |
| 17 |                      | <b><u>PARKS AND RECREATION</u></b> |   |
| 18 | K                    | Executive                          | Director                                      |
| 19 | J                    | Director                           | Superintendent                                |
| 20 | J                    | Director                           | Associate Director A                          |
| 21 | J                    | Director                           | Associate Director B                          |
| 22 | I                    | Manager                            | Manager B                                     |
| 23 | I                    | Manager                            | Manager C                                     |
| 24 | H                    | Supervisor                         | Supervisor A                                  |
| 25 | I                    | Manager                            | Manager D                                     |
| 26 | C                    | Administrative Assistant           | Administrative Assistant                      |
| 27 | H                    | Supervisor                         | Supervisor B                                  |
| 28 | H                    | Supervisor                         | Supervisor C                                  |
| 29 | H                    | Supervisor                         | Assistant Supervisor                          |
| 30 | H                    | Supervisor                         | Golf Green Superintendent                     |
| 31 | H                    | Supervisor                         | Supervisor D                                  |
| 32 | D                    | Para-Professional                  | <b>Office Manager/Reservation Coordinator</b> |
| 33 | A                    | Clerical/Executive Secretary       | <b>Executive Secretary VIII</b>               |
| 34 | B                    | Accountant/Bookkeeper              | <b>Executive Secretary/Bookkeeper</b>         |
| 35 | B                    | Accountant/Bookkeeper              | <b>Support Specialist/Accounts Receivable</b> |
| 36 | A                    | Clerical/Executive Secretary       | <b>Support Specialist/Receptionist</b>        |
| 37 | A                    | Clerical/Executive Secretary       | <b>Executive Secretary VII</b>                |
| 38 | A                    | Clerical/Executive Secretary       | <b>Receptionist/Typist</b>                    |
| 39 | A                    | Clerical/Executive Secretary       | <b>Reservation/Registration Clerk</b>         |
| 40 | J                    | Director                           | <b>Deputy Director</b>                        |
| 41 | UC                   | (Not to exceed \$15,837)           | Golf Course Pro/Manager                       |

|    |    |  |   |
|----|----|--|---|
| 1  |    |  |   |
| 2  |    | <b><u>METRO HUMAN RELATIONS COMMISSION</u></b> |   |
| 3  | J  | Director                                       | Executive Director                      |
| 4  | E  | Professional                                   | Chief Investigator                      |
| 5  | E  | Professional                                   | Investigator III                        |
| 6  | E  | Professional                                   | Investigator II                         |
| 7  | E  | Professional                                   | Investigator I                          |
| 8  | A  | Clerical/Executive Secretary                   | Executive Secretary VIII                |
| 9  |    |  |   |
| 10 |    | <b><u>MAYOR'S OFFICE</u></b>                   |   |
| 11 | K  | Executive                                      | Chief of Staff                          |
| 12 | K  | Executive                                      | Strategic Planner                       |
| 13 | C  | Administrative Assistant                       | Executive Assistant                     |
| 14 | C  | Administrative Assistant                       | Administrative Assistant                |
| 15 | A  | Clerical/Executive Secretary                   | Executive Secretary VIII                |
| 16 | A  | Clerical/Executive Secretary                   | Receptionist                            |
| 17 |    |  |   |
| 18 |    | <b><u>Internal Audit</u></b>                   |   |
| 19 | J  | Director                                       | Director of Internal Audit              |
| 20 | E  | Professional                                   | Staff Auditor                           |
| 21 |    |  |   |
| 22 |    | <b><u>Public Information</u></b>               |   |
| 23 | J  | Director                                       | Director, Public Information            |
| 24 | E  | Professional                                   | Public Information Officer              |
| 25 | A  | Clerical/Executive Secretary                   | Executive Secretary IV                  |
| 26 |    |  |   |
| 27 |    | <b><u>Neighborhood/Citizen's Advocate</u></b>  |   |
| 28 | J  | Director                                       | Neighborhood/Citizen's Advocate         |
| 29 | D  | Para-Professional                              | Assistant Citizen's Advocate            |
| 30 |    |  |   |
| 31 |    | <b><u>Law Department</u></b>                   |   |
| 32 | UC | (Not to exceed \$58,632)                       | City Attorney (Corporate Counsel)       |
| 33 | UC | (Not to exceed \$31,787)                       | Associate City Attorney                 |
| 34 | C  | Administrative Assistant                       | Legal Research/Administrative Assistant |
| 35 |    | <b><u>Law/Labor Relations</u></b>              |   |
| 36 | D  | Para-Professional                              | Labor Relations Specialist              |
| 37 |    |  |   |
| 38 |    | <b><u>Drug Regional Advisory Council</u></b>   |   |
| 39 | J  | Director                                       | Director/Governor Commission for        |
| 40 |    |  | Drug-Free Indiana                       |
| 41 | E  | Professional                                   | Coordinator I                           |
| 42 | A  | Clerical/Executive Secretary                   | <b>Executive Secretary V</b>            |
| 43 | E  | Professional                                   | <b>Coordinator II</b>                   |



(The positions in the Drug Regional Advisory Council are exempt from any and all local residency requirements. The incumbents have no right to continue employment with the City upon expiration of State Funding for these positions pursuant to Special Ordinance No. 89-09-21).

#### **FINANCE AND ADMINISTRATION**

Executive

Director of Finance & Administration  
Division

Director

Deputy Controller

Supervisor

Accounting Supervisor

Administrative Assistant

Administrative Assistant

Professional

**Barrett Law Accountant**

Professional

**Financial Accountant**

Professional

**Financial Accountant/Investments**

Professional

**Fixed Assets Accountant**

Professional

**Financial-Accountant/Bank**

**Reconciliations**

Accountant/Bookkeeper

**Bookkeeper/Data Entry Clerk**

Clerical/Executive Secretary

**Accounting Clerk/Receptionist**

#### **Property Management**

Manager

Property Manager

#### **Payroll Services**

Supervisor

Supervisor of Payroll Services

Accountant/Bookkeeper

Payroll Administrator III

Accountant/Bookkeeper

Payroll Administrator II

#### **Risk Management**

Manager

**Risk Manager**

Professional

Medical Coordinator

Para-Professional

Safety Claims/Investigator

Para-Professional

Benefits Administrator

Administrative Assistant

Administrative Assistant

Clerical/Executive Secretary

Executive Secretary VII/Receptionist

#### **Purchasing Services**

Director

Director of Purchasing Services

Supervisor

Assistant Director of Purchasing Servi

Clerical/Executive Secretary

Executive Secretary VIII

Para-Professional

Bid Specialist/Buyer

Para-Professional

Buyer

Clerical/Executive Secretary

Data Entry Clerk

|    |   |  |   |
|----|---|--|---|
| 1  |   |  |   |
| 2  |   | <b><u>Office &amp; Administrative Services</u></b> |   |
| 3  | A | Clerical/Executive Secretary                       | Executive Secretary/Instructor              |
| 4  | A | Clerical/Executive Secretary                       | Executive Clerical Secretary                |
| 5  | A | Clerical/Executive Secretary                       | Executive Clerical Assistant                |
| 6  |   | <b><u>PUBLIC WORKS</u></b>                         |   |
| 7  |   | <b><u>Public Works Administration</u></b>          |   |
| 8  | K | Executive  | Director of Public Works Division           |
| 9  | J | Director   | Associate Director                          |
| 10 | D | Para-Professional                                  | Clerk to Board                              |
| 11 | A | Clerical/Executive Secretary                       | Executive Secretary IX                      |
| 12 | C | Administrative Assistant                           | Administrative Assistant                    |
| 13 | C | Administrative Assistant                           | Administrative Assistant                    |
| 14 |   | <b><u>Solid Waste</u></b>                          |   |
| 15 | I | Manager  | Solid Waste Manager                         |
| 16 | C | Administrative Assistant                           | Administrative Assistant                    |
| 17 | A | Clerical/Executive Secretary                       | Executive Secretary VI/Receptionist         |
| 18 |   | <b><u>City Engineer</u></b>                        |   |
| 19 | J | Director   | City Engineer                               |
| 20 | I | Director   | Flood Control Coordinator                   |
| 21 | E | Professional                                       | Assistant City Engineer                     |
| 22 | I | Manager  | Finance Manager                             |
| 23 | A | Clerical/Executive Secretary                       | Executive Secretary VIII                    |
| 24 | C | Administrative Assistant                           | Administrative Assistant                    |
| 25 |   | <b><u>Traffic Engineering</u></b>                  |   |
| 26 | J | Director   | Director of Traffic Eng/St. Lighting        |
| 27 | J | Director   | Assistant Director of Traffic Eng           |
| 28 | J | Director   | Signal Superintendent                       |
| 29 | J | Director   | Sign and Marking Superintendent             |
| 30 | H | Supervisor   | Signal Foreman                              |
| 31 | J | Director   | Associate Director Traffic Eng/St. Lighting |
| 32 |   | <b><u>Street Light Engineering</u></b>             |   |
| 33 | J | Director   | Superintendent of St. Lighting Warehouse    |
| 34 |   | <b><u>Street Department</u></b>                    |   |
| 35 | J | Director   | Director of Transportation/Operation        |
| 36 | H | Supervisor   | Assistant Street Commissioner               |
| 37 |   |  |   |
| 38 |   |  |   |
| 39 |   |  |   |
| 40 |   |  |   |

|    |    |   |                                 |
|----|----|---|---------------------------------|
| 1  | H  | Supervisor                                  | General Foreman                 |
| 2  | C  | Administrative Assistant                    | Administrative Assistant        |
| 3  |    | <b><u>Garage</u></b>                        |                                 |
| 4  | J  | Director                                    | Superintendent                  |
| 5  |    | <b><u>CITY UTILITIES</u></b>                |                                 |
|    |    | <b><u>Utility Administration</u></b>        |                                 |
| 6  | UC |   | Counsel to City Utilities       |
|    | K  | Executive                                   | Director                        |
| 7  | J  | Director                                    | Associate Director              |
|    | C  | Administrative Assistant                    | Administrative Assistant        |
| 8  | A  | Clerical/Executive Secretary                | Executive Secretary IX          |
| 9  |    | <b><u>Water Resources Group</u></b>         |                                 |
| 10 | J  | Director                                    | <b>Chief of Engineering</b>     |
|    | I  | Manager                                     | <b>Manager of Engineering</b>   |
| 11 | I  | Manager                                     | Program Manager                 |
|    | C  | Administrative Assistant                    | <b>Administrative Assistant</b> |
| 12 | A  | Clerical/Executive Secretary                | Executive Secretary VIII        |
| 13 |    | <b><u>Maintenance Operations Group</u></b>  |                                 |
| 14 | J  | Director                                    | Superintendent                  |
|    | I  | Manager                                     | <b>Program Manager</b>          |
| 15 | H  | Supervisor                                  | Supervisor                      |
| 16 | A  | Clerical/Executive Secretary                | <b>Executive Secretary VIII</b> |
| 17 |    | <b><u>Water Pollution Control Plant</u></b> |                                 |
|    | J  | Director                                    | Superintendent                  |
| 18 | I  | Manager                                     | Assistant Superintendent        |
|    | H  | Supervisor                                  | Supervisor of Maintenance       |
| 19 | H  | Supervisor                                  | Supervisor of Water Quality     |
|    | H  | Supervisor                                  | Supervisor of Operations        |
| 20 | H  | Supervisor                                  | Supervisor of Agroservices      |
|    | E  | Professional                                | <b>Chief Chemist</b>            |
| 21 | C  | Administrative Assistant                    | Administrative Assistant        |
| 22 |    |   |                                 |
| 23 |    | <b><u>Filtration Plant</u></b>              |                                 |
|    | J  | Director                                    | Superintendent                  |
| 24 | I  | Manager                                     | Assistant Superintendent        |
|    | H  | Supervisor                                  | Supervisor of Maintenance       |
| 25 | H  | Supervisor                                  | Supervisor of Water Quality     |
|    | C  | Administrative Assistant                    | Administrative Assistant        |
| 26 | E  | Professional                                | <b>Chief Chemist</b>            |

|    |   |  |  |
|----|---|--|--|
| 1  |   |  |  |
| 2  |   |  |  |
| 3  | I | <b><u>Customer Relations</u></b>                 |  |
| 4  | H | Manager  | Customer Relations Manager                         |
|    |   | Supervisor                                       | Supervisor   |
| 5  | I | <b><u>Meter Reading</u></b>                      |  |
| 6  |   | Manager  | Meter Reading Manager                              |
| 7  | I | <b><u>Data Control</u></b>                       |  |
| 8  | C | Manager  | Billing Systems Manager                            |
|    |   | Administrative Assistant                         | Administrative Assistant                           |
| 9  |   | <b><u>General Accounting</u></b>                 |  |
| 10 | I | Manager  | General Accounting Manager                         |
|    | E | Professional                                     | Project Accountant                                 |
| 11 | E | Professional                                     | Analyst  |
|    | E | Professional                                     | Financial Accountant                               |
| 12 | E | Professional                                     | Fixed Asset/Budget Accountant                      |
|    | B | Accountant/Bookkeeper                            | Bookkeeper/Accountant                              |
| 13 |   |  |  |
| 14 |   | <b><u>COMMUNITY AND ECONOMIC DEVELOPMENT</u></b> |  |
|    |   | <b><u>C&amp;ED Administration</u></b>            |  |
| 15 | K | Executive  | Director Community & Economic Development Division |
| 16 | I | Manager  | Community Development Projects Administrator       |
| 17 | I | Manager  | Fiscal Manager                                     |
| 18 | G | Planner  | Community Development Program Specialist           |
| 19 | B | Accountant/Bookkeeper                            | Staff Accountant                                   |
|    | C | Administrative Assistant                         | Administrative Assistant                           |
| 20 |   |  |  |
|    |   | <b><u>Planning</u></b>                           |  |
| 21 | J | Director   | Director of Planning                               |
| 22 | I | Manager  | Senior Planner (Planner III)                       |
|    | G | Planner  | GIS Planner (Planner II)                           |
| 23 | G | Planner  | Planner II   |
|    | G | Planner  | Planner I  |
| 24 | G | Planner  | Historic Preservation Assistant                    |
|    | C | Administrative Assistant                         | Administrative Assistant                           |
| 25 |   |  |  |
| 26 |   | <b><u>Economic Development</u></b>               |  |
|    | J | Director   | Director of Economic Development                   |



|    |   |   |  |
|----|---|---|--|
| 1  | I | Manager   | <b>Sr. Business Development Specialist</b> |
| 2  | E | Professional  | Bus. Development Spec./UEA Admin           |
| 3  | E | Professional  | <b>Business Development Specialist</b>     |
| 4  | D | Para-Professional   | Asst. Business Development Specialis       |
| 5  | C | Administrative Assistant                                    | Administrative Assistant                   |
| 6  | A | Clerical/Executive Secretary                                | Executive Secretary VII                    |
| 7  | A | Clerical/Executive Secretary                                | Executive Secretary VI                     |
| 8  | I | Manager   | Senior Finance Specialist                  |
| 9  | E | Professional  | Finance Specialist                         |
| 10 |   | <b><u>Redevelopment</u></b>                                 |  |
| 11 | J | Director  | Director of Redevelopment                  |
| 12 | E | Professional  | Redevelopment Specialist                   |
| 13 | B | Accountant/Bookkeeper                                       | Bookkeeper/Accountant                      |
| 14 | C | Administrative Assistant                                    | Administrative Assistant                   |
| 15 |   | <b><u>Neighborhood Code Enforcement</u></b>                 |  |
| 16 | J | Director  | NCE Administrator                          |
| 17 | I | Manager   | Enforcement Manager                        |
| 18 | I | Manager   | Case Systems Manager                       |
| 19 | D | Para-Professional   | Legal Assistant                            |
| 20 |   | <b><u>Housing and Neighborhood Development Services</u></b> |  |
| 21 | J | Director  | HANDS Administrator                        |
| 22 | I | Manager   | Program Development Manager                |
| 23 | I | Manager   | Construction Manager                       |
| 24 | C | Administrative Assistant                                    | Administrative Assistant                   |
| 25 |   | <b><u>Contract Compliance</u></b>                           |  |
| 26 | I | Manager   | Compliance Administrator                   |
| 27 | E | Professional  | Compliance Officer                         |
| 28 | A | Clerical/Executive Secretary                                | Executive Secretary VIII                   |
| 29 |   | <b><u>PUBLIC SAFETY</u></b>                                 |  |
| 30 |   | <b><u>Public Safety Administration</u></b>                  |  |
| 31 | K | Executive   | Director of Public Safety Division         |
| 32 |   | <b><u>Human Resources</u></b>                               |  |
| 33 | J | Director  | Associate Director of Human Resour         |
| 34 | E | Professional  | Employment Specialist                      |
| 35 | A | Clerical/Executive Secretary                                | <b>Clerical/Executive Secretary</b>        |
| 36 | A | Clerical/Executive Secretary                                | Executive Secretary V                      |
| 37 | C | Administrative Assistant                                    | <b>Administrative Assistant</b>            |

|    |   |   |  |
|----|---|---|--|
| 1  |   |   |  |
| 2  |   |   |  |
| 3  |   | <b><u>Animal Control</u></b>                        |  |
| 4  | J | Director  | Director Animal Care and Control                 |
| 5  | H | Supervisor  | Office Supervisor                                |
| 6  | H | Supervisor  | Enforcement Supervisor                           |
| 7  | H | Supervisor  | Animal Care Supervisor                           |
| 8  | E | Professional  | Humane Education Specialist                      |
| 9  |   | <b><u>Communications</u></b>                        |  |
| 10 | U | Director  | Chief of Communications                          |
| 11 | U | Director  | Director of Operations                           |
| 12 | S | Supervisor  | Supervisor of Dispatchers                        |
| 13 | U | Director  | Supervisor of Technicians                        |
| 14 | S | Supervisor  | Assistant Director of Operations                 |
| 15 | P | Technician  | Electronics Technician                           |
| 16 | Q | Administrative Assistant                            | Administrative Assistant                         |
| 17 | N | Dispatchers   | <b>Dispatcher</b>                                |
| 18 | M | 911 Call Takers                                     | <b>911 Call Taker</b>                            |
| 19 | O | Assistant Supervisors                               | <b>Assistant Supervisor of Dispatchers</b>       |
| 20 | R | Training Coordinators                               | Training Coordinators                            |
| 21 |   | <b><u>Weights &amp; Measures</u></b>                |  |
| 22 | I | Manager   | Weights & Measures Inspector                     |
| 23 | C | Administrative Assistant                            | <b>Administrative Assistant/Deputy Inspector</b> |
| 24 |   |   |  |
| 25 |   | <b><u>PART-TIME/SEASONAL/TEMPORARY POSITION</u></b> |  |
| 26 |   | <b><u>DIVISION/DEPARTMENT</u></b>                   |  |
| 27 |   | <b><u>DIVISION OF PUBLIC SAFETY</u></b>             |  |
| 28 |   | <b><u>Human Resources</u></b>                       |  |
| 29 | L | Part - Time/Seasonal/Temporary                      | <b>Human Resource Assistant/Intern</b>           |
| 30 |   | <b><u>Weights &amp; Measures</u></b>                |  |
| 31 | L | Part - Time/Seasonal/Temporary                      | <b>Summer Intern/Deputy Inspector</b>            |
| 32 |   | <b><u>Animal Care &amp; Control</u></b>             |  |
| 33 | L | Part - Time/Seasonal/Temporary                      | Humane Education Assistant                       |
| 34 | L | Part - Time/Seasonal/Temporary                      | Adoption Assistant                               |
| 35 | L | Part - Time/Seasonal/Temporary                      | Kennel Attendant<br>(Permanent Part-time)        |

**DIVISION OF PUBLIC WORKS**

**Transportation Engineering  
Services**

|   |                                |                          |
|---|--------------------------------|--------------------------|
| L | Part - Time/Seasonal/Temporary | Clerical Aide (intern)   |
| L | Part - Time/Seasonal/Temporary | Seasonal Office Employee |
| L | Part - Time/Seasonal/Temporary | Seasonal Field Employee  |
| L | Part - Time/Seasonal/Temporary | Intern (Part -Time)      |

**Traffic Eng/Signal Division**

|   |                                |  |
|---|--------------------------------|--|
| L | Part - Time/Seasonal/Temporary | Signal Division Helper (Summer Intern) |
| L | Part - Time/Seasonal/Temporary | Sign Division Helper (Summer Intern)   |
| L | Part - Time/Seasonal/Temporary | Traffic Counter                        |
| L | Part - Time/Seasonal/Temporary | Technician (Part - Time)               |

**Street Department**

|   |                                |                                 |
|---|--------------------------------|---------------------------------|
| L | Part - Time/Seasonal/Temporary | Leaf Pick-Up Laborer (Seasonal) |
|---|--------------------------------|---------------------------------|

**DIVISION OF PUBLIC UTILITIES**

**Utilities Administration**

|   |                                |                           |
|---|--------------------------------|---------------------------|
| L | Part - Time/Seasonal/Temporary | Public Information Intern |
| L | Part - Time/Seasonal/Temporary | Intern/Special Projects   |
| L | Part - Time/Seasonal/Temporary | Clerk/Summer Intern       |

**WPC Plant**

|   |                                |                                  |
|---|--------------------------------|----------------------------------|
| L | Part - Time/Seasonal/Temporary | Receptionist/Typist (Part -Time) |
| L | Part - Time/Seasonal/Temporary | Laboratory Intern                |
| L | Part - Time/Seasonal/Temporary | Intern/Clerical                  |
| L | Part - Time/Seasonal/Temporary | Gatekeeper (Seasonal)            |

**Meter Reading**

|   |                                |                          |
|---|--------------------------------|--------------------------|
| L | Part - Time/Seasonal/Temporary | Meter Reader (Temporary) |
|---|--------------------------------|--------------------------|

**Customer Relations**

|   |                                |   |
|---|--------------------------------|---|
| L | Part - Time/Seasonal/Temporary | Customer Relations Representative (Permanent Part-Time) |
| L | Part - Time/Seasonal/Temporary | Customer Service Intern                                 |

**DIVISION OF FINANCE & ADMINISTRATION**

**Payroll Services**

|   |                                |                     |
|---|--------------------------------|---------------------|
| L | Part - Time/Seasonal/Temporary | Benefits Specialist |
|---|--------------------------------|---------------------|

|    |   |  |  |
|----|---|--|--|
| 1  |   |  |  |
| 2  |   |  |  |
| 3  |   | <b><u>Finance &amp; Administration</u></b>                     |  |
| 4  | L | Part - Time/Seasonal/Temporary                                 | Finance & Administration Intern                  |
| 5  |   | <b><u>DIVISION OF THE MAYOR</u></b>                            |  |
| 6  |   | <b><u>Mayor's Office</u></b>                                   |  |
| 6  | L | Part - Time/Seasonal/Temporary                                 | Intern   |
| 7  |   | <b><u>Public Information</u></b>                               |  |
| 8  | L | Part - Time/Seasonal/Temporary                                 | Executive Secretary (Part -Time)                 |
| 9  |   | <b><u>Metropolitan Human Relations Commission</u></b>          |  |
| 10 | L | Part - Time/Seasonal/Temporary                                 | Receptionist/Typist (Temporary)                  |
| 10 | L | Part - Time/Seasonal/Temporary                                 | Intern/Assistant Investigator                    |
| 11 |   | <b><u>Internal Audit</u></b>                                   |  |
| 12 | L | Part - Time/Seasonal/Temporary                                 | Intern/Staff Auditor                             |
| 13 |   | <b><u>City Clerk's Office</u></b>                              |  |
| 14 | L | Part - Time/Seasonal/Temporary                                 | Receptionist/Clerk                               |
| 15 |   | <b><u>DIVISION OF COMMUNITY &amp; ECONOMIC DEVELOPMENT</u></b> |  |
| 16 |   | <b><u>Planning Department</u></b>                              |  |
| 16 | L | Part - Time/Seasonal/Temporary                                 | Tax Reversion Program Intern                     |
| 17 | L | Part - Time/Seasonal/Temporary                                 | Research Assistant (Part -Time<br>Temporary)     |
| 18 | L | Part - Time/Seasonal/Temporary                                 | Land Use Management Intern                       |
| 18 | L | Part - Time/Seasonal/Temporary                                 | Historic Preservation (Summer Intern)            |
| 19 |   | <b><u>Neighborhood Code Enforcement</u></b>                    |  |
| 20 | L | Part - Time/Seasonal/Temporary                                 | Exterior Paint Program Coordinator<br>(Seasonal) |
| 21 | L | Part - Time/Seasonal/Temporary                                 | Paint Program Intake Clerk (Seasonal)            |
| 22 | L | Part - Time/Seasonal/Temporary                                 | Weed Program Inspector (Seasonal)                |
| 22 | L | Part - Time/Seasonal/Temporary                                 | Weed Control Coordinator (Seasonal)              |
| 23 |   | <b><u>HANDS</u></b>  |  |
| 24 | L | Part - Time/Seasonal/Temporary                                 | Construction Intern                              |
| 24 | L | Part - Time/Seasonal/Temporary                                 | Customer Service Intern                          |
| 25 |   | <b><u>C &amp; ED Administration</u></b>                        |  |
| 25 | L | Part - Time/Seasonal/Temporary                                 | Intern   |
| 26 | L | Part - Time/Seasonal/Temporary                                 | CDC Servicing Consultant (Part -Time)            |
| 26 | L | Part - Time/Seasonal/Temporary                                 | Tax Reversion Property Manager                   |



|    |   |  |  |
|----|---|--|--|
| 1  |   |  | (Seasonal-Temporary)                       |
| 2  | L | Part - Time/Seasonal/Temporary   | Policy Research Asst. (Summer Intern)      |
| 3  | L | Part - Time/Seasonal/Temporary   | C&ED Intern                                |
| 4  |   | <b><u>Contract Compliance</u></b>  |  |
| 5  | L | Part - Time/Seasonal/Temporary   | <b>Compliance Aide</b>                     |
| 6  |   | <b><u>FINANCE &amp; ADMINISTRATION</u></b>                               |  |
| 7  |   | <b><u>Civil City Accounting</u></b>                                      |  |
| 8  | L | Part - Time/Seasonal/Temporary   | <b>Accounting Intern</b>                   |
| 9  | L | Part - Time/Seasonal/Temporary   | <b>Finance &amp; Administration Intern</b> |
| 10 |   | <b><u>FORT WAYNE PARKS &amp; RECREATION SEASONAL &amp; TEMPORARY</u></b> |  |
| 11 | V | Seasonal/Temporary   | Pool Staff (Non-Certified)                 |
| 12 | V | Seasonal/Temporary   | Playground Staff                           |
| 13 | V | Seasonal/Temporary   | Clerical Staff                             |
| 14 | V | Seasonal/Temporary   | Hursttown Attendant                        |
| 15 | V | Seasonal/Temporary   | Buildings & Grounds Staff                  |
| 16 | V | Seasonal/Temporary   | Landscape Staff                            |
| 17 | V | Seasonal/Temporary   | Theatre Attendant                          |
| 18 | V | Seasonal/Temporary   | Tennis Staff                               |
| 19 | V | Seasonal/Temporary   | Ice Arena Staff                            |
| 20 | V | Seasonal/Temporary   | Zoo Staff                                  |
| 21 | V | Seasonal/Temporary   | Forestry Staff                             |
| 22 | V | Seasonal/Temporary   | Horticulture Staff                         |
| 23 | V | Seasonal/Temporary   | Recreation Center Staff                    |
| 24 | V | Seasonal/Temporary   | Golf Course Maintenance                    |
| 25 | V | Seasonal/Temporary   | Maintenance                                |
| 26 | V | Seasonal/Temporary   | Intern                                     |

|    |   |                    |  |
|----|---|--------------------|--|
| 1  | V | Seasonal/Temporary | Recreation Center Leaders                      |
| 2  | V | Seasonal/Temporary | Day Camp Leaders                               |
| 3  | V | Seasonal/Temporary | Volleyball Instructors                         |
| 4  | V | Seasonal/Temporary | <b>Basketball Instructors</b>                  |
| 5  | V | Seasonal/Temporary | <b>Preschool Leaders</b>                       |
| 6  | V | Seasonal/Temporary | Swimming Instructors                           |
| 7  | V | Seasonal/Temporary | Golf Course Cashiers/Starters                  |
| 8  | V | Seasonal/Temporary | Playground Leaders                             |
| 9  | V | Seasonal/Temporary | Life Guards                                    |
| 10 | V | Seasonal/Temporary | Ice Arena Attendant                            |
| 11 | V | Seasonal/Temporary | Sports Instructor                              |
| 12 | V | Seasonal/Temporary | Lindenwood Naturalist                          |
| 13 | V | Seasonal/Temporary | Theatre Attendant                              |
| 14 | V | Seasonal/Temporary | Tennis Instructors                             |
| 15 | V | Seasonal/Temporary | <b>Pre-School Program Supervisor</b>           |
| 16 | V | Seasonal/Temporary | <b>Playground Area Supervisor</b>              |
| 17 | V | Seasonal/Temporary | Playground/Role Models Coordinator             |
| 18 | V | Seasonal/Temporary | <b>Golf Course Asst. Greens Superintendent</b> |
| 19 | V | Seasonal/Temporary | Zoo Supervisors                                |
| 20 | V | Seasonal/Temporary | Golf Course Assistant Manager                  |
| 21 | V | Seasonal/Temporary | Sports Supervisor                              |
| 22 | V | Seasonal/Temporary | Tennis Supervisors                             |
| 23 | V | Seasonal/Temporary | Day Camp Assistant Manager                     |
| 24 |   |                    |  |
| 25 |   |                    |  |
| 26 |   |                    |  |
| 27 |   |                    |  |
| 28 |   |                    |  |
| 29 |   |                    |  |
| 30 |   |                    |  |

|    |   |                    |                                       |
|----|---|--------------------|---------------------------------------|
| 1  | V | Seasonal/Temporary | Recreation Site Supervisors           |
| 2  | V | Seasonal/Temporary | Pool-Head Lifeguard                   |
| 3  | V | Seasonal/Temporary | Aquatic Center Manager                |
| 4  | V | Seasonal/Temporary | Day Camp Manager                      |
| 5  | V | Seasonal/Temporary | Aquatics Supervisor                   |
| 6  | V | Seasonal/Temporary | Hockey Program Director               |
| 7  | V | Seasonal/Temporary | Theatre Manager                       |
| 8  | V | Seasonal/Temporary | Volleyball Program Coordinator        |
| 9  | V | Seasonal/Temporary | Theatre Assistant Manager             |
| 10 | V | Seasonal/Temporary | Special Events Coordinator            |
| 11 | V | Seasonal/Temporary | Campground Manager                    |
| 12 | V | Seasonal/Temporary | Recreation Specialist                 |
| 13 | V | Seasonal/Temporary | Hurshstown Manager                    |
| 14 | V | Seasonal/Temporary | Lindenwood Manager                    |
| 15 | V | Seasonal/Temporary | Theatre Technician                    |
| 16 | V | Seasonal/Temporary | Sports Coordinator                    |
| 17 | V | Seasonal/Temporary | Playground Supervisor                 |
| 18 | V | Seasonal/Temporary | <b>Basketball Program Coordinator</b> |
| 19 | V | Seasonal/Temporary | <b>Junior Golf Director</b>           |
| 20 | V | Seasonal/Temporary | <b>Tennis Program Coordinator</b>     |
| 21 |   |                    |                                       |
| 22 |   |                    |                                       |
| 23 |   |                    |                                       |
| 24 |   |                    |                                       |
| 25 |   |                    |                                       |
| 26 |   |                    |                                       |
| 27 |   |                    |                                       |
| 28 |   |                    |                                       |
| 29 |   |                    |                                       |
| 30 |   |                    |                                       |

SECTION 4. Pursuant to State Statute economic conditions must be approved by the Common Council. Such economic conditions include, but are not limited to, base pay and monetary fringe benefits. These matters will be negotiated by and between the

1 City and the appropriate bargaining unit for the year **1998**. Upon conclusion of such  
2 negotiations the appropriate Ordinances shall be submitted to the Common Council for  
3 approval.

4 SECTION 5. In addition to the compensation for positions listed  
5 herein the City shall contribute 3% of employees' salary to the Public Employees Retirement  
6 Fund (PERF).

7 SECTION 6. That, in addition to the compensation provided for herein: The  
8 Corporation Counsel shall receive not more than **\$6,300** for services performed in connection  
9 with the operations of the municipally owned utilities pursuant to I.C. 36-4-7-4 which additional  
10 compensation shall be paid from the revenues of the appropriate utility or function. The  
11 Corporation Counsel shall also receive an additional sum not to exceed **\$12,600** for services  
12 provided in connection with the City Self-Insurance Program involving matters not in litigation.  
13 That, so long as the City does not employ a full-time Labor Relations Director of a full-time  
14 Human Resource Director, the Corporation Council shall receive **\$24,000** additional annual  
15 compensation for services provided in connection with collective bargaining matters involving  
16 the Civil City and its Utilities.

17 That, in addition, the following legal services are recognized as extraordinary services  
18 and shall entitle any part-time member of the Law Department performing such services to  
19 additional compensation at the rate of **\$140** per hour, or such other appropriate compensation  
20 as determined by the Board of Public Works:

- 21 A.) Bond issues and related financial matters, including Bond issues  
22 related to the Economic Development Commission where the fees for  
23 said issues are paid by the Bond applicant.
- 24 B.) Annexation litigation following the filing of a remonstrance.
- 25 C.) Condemnation litigation following the filing of exceptions to the  
26 appraisers' report.



- 1 D.) All matters relating to defense of claims against the Fort Wayne Police  
2 Department following the filing of a complaint.
- 3 E.) All matters involving a challenge to the constitutionality of any act or  
4 omission by the City or one of its employees following the filing of a  
5 complaint in court.
- 6 F.) All matters relating to intervention in utility rate cases following the  
7 filing of a petition of a petition to intervene, or other appearances  
8 before the Indiana Utility Regulatory Commission (I.U.R.C.)
- 9 G.) All matters relating to litigation where the amount in controversy  
10 exceeds \$50,000, following the filing of a complaint in court.
- 11 H.) All matters relating to litigation where any  
12 recovery against the City or its employees would be paid from the  
13 City's Self-Insurance Fund.
- 14 I.) All matters involving collective bargaining arbitrations.
- 15 J.) Matters relating to the Fort Wayne Redevelopment Commission  
16 covered by a separate contract.

17 Any and all payments to be made hereunder for extraordinary services, shall be  
18 subject to the final approval by the City Controller. Nothing in this agreement shall prevent the  
19 use of other attorneys or firms to perform extraordinary services, subject, however, to the  
20 provisions of I.C. 36-4-9-12.

21 SECTION 7. From and after the first day of January, **1998**, all  
22 appointed officers, employees, deputies, assistants, departmental and institutional heads of the  
23 Civil City and City Utilities will be paid according to this, the above and following provisions of  
24 this ordinance, subject to budgetary limitations, collective bargaining agreements, future  
25 changes or amendments enacted by Common Council.

26 SECTION 8. That all Departments subject to this Ordinance will


conform to the Official City's Personnel Policies and Procedures relating to hiring, pay, and other related practices, approved by the Mayor and administered by the City's Human Resources Department.

SECTION 9. If any section, clause, sentence, paragraph or part or provisions of this Ordinance be found invalid or void by a Court of competent jurisdiction, it shall be conclusively presumed that this Ordinance would have passed by the Common Council without such invalid section, clauses, paragraph, part or provisions, and the remaining parts of the Ordinance will remain in effect.

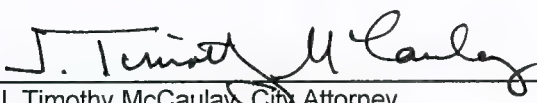
SECTION 10. The Municipal Code of the City of Fort Wayne references, in codification form, salary ordinances previously adopted by the City Council for past years. Such salary ordinances have a duration of one year and thus, with the exception of the **1996** salary ordinance, have expired. However, to avoid confusion, it is hereby stated that commencing January 1, **1998**, any conflict between the terms and conditions hereof and any previous ordinance shall be resolved in favor of this ordinance.

SECTION 11. Two copies of all attachments and Exhibits referred to in this Ordinance shall be kept on file with the City Clerk of Fort Wayne for the purpose of public inspection.

SECTION 12. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

  
\_\_\_\_\_  
Council Member

APPROVED AS TO FORM  
AND LEGALITY

  
\_\_\_\_\_  
J. Timothy McCaulay, City Attorney  
(Corporation Counsel)

# Exhibit A

## EFFECTIVE DATE JANUARY 1, 1998

| Class | Job Category                 | 1 | MIN. 1 | 2      | 3      | 4      | 5      | MID. 6 | 7      | 8      | 9      | 10     | 11     | MAX. 12 |
|-------|------------------------------|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| A     | Clerical/Executive Secretary | 1 | 18,180 | 18,544 | 18,914 | 19,293 | 19,679 | 20,072 | 20,474 | 20,883 | 21,301 | 21,727 | 22,161 | 22,605  |
|       |                              | 2 | 23,057 | 23,518 | 23,988 | 24,468 | 24,957 | 25,456 | 25,966 | 26,485 | 27,015 | 27,555 | 28,106 | 28,668  |
|       |                              | 3 | 29,241 | 29,826 | 30,423 | 31,031 | 31,652 | 32,285 | 32,931 | 33,589 | 34,261 | 34,946 | 35,645 | 36,358  |
| B     | Accountant/Bookkeeper        | 1 | 19,634 | 20,027 | 20,427 | 20,836 | 21,252 | 21,678 | 22,111 | 22,553 | 23,004 | 23,464 | 23,934 | 24,412  |
|       |                              | 2 | 24,901 | 25,399 | 25,907 | 26,425 | 26,953 | 27,492 | 28,042 | 28,603 | 29,175 | 29,759 | 30,354 | 30,961  |
|       |                              | 3 | 31,580 | 32,212 | 32,856 | 33,513 | 34,183 | 34,867 | 35,564 | 36,276 | 37,001 | 37,741 | 38,496 | 39,266  |
| C     | Administrative Assistant     | 1 | 21,205 | 21,629 | 22,062 | 22,503 | 22,953 | 23,412 | 23,880 | 24,358 | 24,845 | 25,342 | 25,849 | 26,366  |
|       |                              | 2 | 26,893 | 27,431 | 27,980 | 28,539 | 29,110 | 29,692 | 30,286 | 30,892 | 31,510 | 32,140 | 32,782 | 33,438  |
|       |                              | 3 | 34,107 | 34,789 | 35,485 | 36,195 | 36,918 | 37,657 | 38,410 | 39,178 | 39,962 | 40,761 | 41,576 | 42,408  |
| D     | Para-Professional            | 1 | 22,902 | 23,360 | 23,827 | 24,304 | 24,790 | 25,286 | 25,791 | 26,307 | 26,833 | 27,370 | 27,917 | 28,476  |
|       |                              | 2 | 29,045 | 29,626 | 30,219 | 30,823 | 31,440 | 32,068 | 32,710 | 33,364 | 34,031 | 34,712 | 35,406 | 36,114  |
|       |                              | 3 | 36,836 | 37,573 | 38,325 | 39,091 | 39,873 | 40,670 | 41,484 | 42,313 | 43,160 | 44,023 | 44,903 | 45,801  |
| E     | Professional                 | 1 | 24,734 | 25,229 | 25,733 | 26,248 | 26,773 | 27,308 | 27,855 | 28,412 | 28,980 | 29,559 | 30,151 | 30,754  |
|       |                              | 2 | 31,369 | 31,996 | 32,636 | 33,289 | 33,954 | 34,634 | 35,326 | 36,033 | 36,753 | 37,488 | 38,238 | 39,003  |
|       |                              | 3 | 39,783 | 40,579 | 41,390 | 42,218 | 43,062 | 43,924 | 44,802 | 45,698 | 46,612 | 47,544 | 48,495 | 49,465  |
| F     | Technician                   | 1 | 26,712 | 27,246 | 27,791 | 28,347 | 28,914 | 29,492 | 30,082 | 30,684 | 31,297 | 31,923 | 32,562 | 33,213  |
|       |                              | 2 | 33,877 | 34,555 | 35,246 | 35,951 | 36,670 | 37,403 | 38,151 | 38,914 | 39,693 | 40,486 | 41,296 | 42,122  |
|       |                              | 3 | 42,965 | 43,824 | 44,700 | 45,594 | 46,506 | 47,436 | 48,385 | 49,353 | 50,340 | 51,347 | 52,374 | 53,421  |
| G     | Planner                      | 1 | 28,849 | 29,426 | 30,014 | 30,615 | 31,227 | 31,852 | 32,489 | 33,138 | 33,801 | 34,477 | 35,167 | 35,870  |
|       |                              | 2 | 36,588 | 37,319 | 38,066 | 38,827 | 39,603 | 40,396 | 41,203 | 42,028 | 42,868 | 43,725 | 44,600 | 45,492  |
|       |                              | 3 | 46,402 | 47,330 | 48,276 | 49,242 | 50,227 | 51,231 | 52,256 | 53,301 | 54,367 | 55,454 | 56,564 | 57,695  |
| H     | Supervisor                   | 1 | 31,157 | 31,780 | 32,416 | 33,064 | 33,725 | 34,400 | 35,088 | 35,790 | 36,505 | 37,235 | 37,980 | 38,740  |
|       |                              | 2 | 39,515 | 40,305 | 41,111 | 41,933 | 42,772 | 43,627 | 44,500 | 45,390 | 46,298 | 47,224 | 48,168 | 49,131  |
|       |                              | 3 | 50,114 | 51,116 | 52,139 | 53,181 | 54,245 | 55,330 | 56,437 | 57,565 | 58,717 | 59,891 | 61,089 | 62,311  |
| I     | Manager                      | 1 | 33,650 | 34,323 | 35,009 | 35,710 | 36,424 | 37,152 | 37,895 | 38,653 | 39,426 | 40,215 | 41,019 | 41,840  |
|       |                              | 2 | 42,676 | 43,530 | 44,400 | 45,288 | 46,194 | 47,118 | 48,060 | 49,022 | 50,002 | 51,002 | 52,022 | 53,063  |
|       |                              | 3 | 54,124 | 55,206 | 56,311 | 57,437 | 58,585 | 59,757 | 60,952 | 62,171 | 63,415 | 64,683 | 65,977 | 67,296  |
| J     | Director                     | 1 | 36,342 | 37,069 | 37,810 | 38,566 | 39,338 | 40,125 | 40,927 | 41,746 | 42,580 | 43,432 | 44,301 | 45,187  |
|       |                              | 2 | 46,090 | 47,012 | 47,952 | 48,912 | 49,890 | 50,888 | 51,905 | 52,943 | 54,002 | 55,082 | 56,184 | 57,308  |
|       |                              | 3 | 58,454 | 59,623 | 60,815 | 62,032 | 63,272 | 64,538 | 65,829 | 67,145 | 68,488 | 69,858 | 71,255 | 72,680  |
| K     | Executive                    | 1 | 39,249 | 40,034 | 40,835 | 41,651 | 42,484 | 43,334 | 44,201 | 45,085 | 45,986 | 46,906 | 47,844 | 48,801  |
|       |                              | 2 | 49,777 | 50,773 | 51,788 | 52,824 | 53,880 | 54,958 | 56,057 | 57,178 | 58,322 | 59,488 | 60,678 | 61,892  |
|       |                              | 3 | 63,130 | 64,392 | 65,680 | 66,994 | 68,333 | 69,700 | 71,094 | 72,516 | 73,966 | 75,446 | 76,955 | 78,494  |
| L     | Part-time/Seasonal Temporary |   | 5.15   | 6.48   | 7.20   | 7.92   | 8.64   | 9.36   | 10.08  | 11.50  | 12.92  | 14.40  | 15.12  | 15.84   |
|       |                              |   | 7.01   | 7.89   | 8.76   | 9.64   | 10.52  | 11.39  | 12.27  | 14.01  | 15.77  | 17.53  | 18.40  | 19.28   |
|       |                              |   | 8.26   | 9.29   | 10.33  | 11.36  | 12.39  | 13.43  | 15.49  | 17.56  | 19.93  | 20.66  | 21.69  | 22.72   |
| V     | Seasonal/Temporary           |   | \$600  | 6.75   | 7.5    | 8.25   | 9      | 9.75   | 10.5   | 11.25  | 12     | 12.75  |        |         |
|       |                              |   | \$625  | 7      | 7.75   | 8.5    | 9.25   | 10     | 10.75  | 11.5   | 12.25  | 13     |        |         |
|       |                              |   | 6.5    | 7.25   | 8      | 8.75   | 9.5    | 10.25  | 11     | 11.75  | 12.5   |        |        |         |

| CITY OF FORT WAYNE / COMMUNICATIONS SALARY GRID |  |   |        |        |        |        |        |        |        |        |        |        |        |         |
|---|--|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| 1998  |  |   |        |        |        |        |        |        |        |        |        |        |        |         |
| Clas  | Job Category                           | L | MIN. 1 | 2      | 3      | 4      | 5      | MID. 6 | 7      | 8      | 9      | 10     | 11     | MAX. 12 |
| M   | Communications<br>911 Call Takers      | 1 | 21,715 | 22,149 | 22,592 | 23,044 | 23,505 | 23,975 | 24,455 | 24,944 | 25,443 | 25,951 | 26,470 | 27,000  |
|   |  | 2 | 27,540 | 28,091 | 28,652 | 29,226 | 29,810 | 30,406 | 31,014 | 31,635 | 32,267 | 32,913 | 33,571 | 34,242  |
| N   | Communications<br>Dispatchers          | 1 | 29,290 | 29,876 | 30,473 | 31,083 | 31,704 | 32,339 | 32,985 | 33,645 | 34,318 | 35,004 | 35,704 | 36,418  |
|   |  | 2 | 37,147 | 37,890 | 38,648 | 39,420 | 40,209 | 41,013 | 41,833 | 42,670 | 43,523 | 44,394 | 45,282 | 46,187  |
| O   | Communications<br>Asst. Supervisor     | 1 | 30,967 | 31,586 | 32,218 | 32,862 | 33,520 | 34,190 | 34,874 | 35,571 | 36,283 | 37,008 | 37,749 | 38,504  |
|   |  | 2 | 39,274 | 40,059 | 40,860 | 41,678 | 42,511 | 43,361 | 44,229 | 45,113 | 46,015 | 46,936 | 47,874 | 48,832  |
| P   | Communications<br>Elect. Technician    | 1 | 29,756 | 30,351 | 30,958 | 31,577 | 32,209 | 32,853 | 33,510 | 34,180 | 34,864 | 35,561 | 36,272 | 36,998  |
|   |  | 2 | 37,738 | 38,493 | 39,262 | 40,048 | 40,849 | 41,666 | 42,499 | 43,349 | 44,216 | 45,100 | 46,002 | 46,922  |
| Q   | Communications<br>Admin. Assistant     | 1 | 21,205 | 21,629 | 22,062 | 22,503 | 22,953 | 23,412 | 23,880 | 24,358 | 24,845 | 25,342 | 25,849 | 26,366  |
|   |  | 2 | 26,893 | 27,431 | 27,980 | 28,539 | 29,110 | 29,692 | 30,286 | 30,892 | 31,510 | 32,140 | 32,782 | 33,438  |
| R   | Communications<br>Training Coordinator | 1 | 30,967 | 31,586 | 32,218 | 32,862 | 33,520 | 34,190 | 34,874 | 35,571 | 36,283 | 37,008 | 37,749 | 38,504  |
|   |  | 2 | 39,274 | 40,059 | 40,860 | 41,678 | 42,511 | 43,361 | 44,229 | 45,113 | 46,015 | 46,936 | 47,874 | 48,832  |
| S   | Communications<br>Supervisor           | 1 | 31,157 | 31,780 | 32,416 | 33,064 | 33,725 | 34,400 | 35,088 | 35,790 | 36,505 | 37,235 | 37,980 | 38,740  |
|   |  | 2 | 39,515 | 40,305 | 41,111 | 41,933 | 42,772 | 43,627 | 44,500 | 45,390 | 46,298 | 47,224 | 48,168 | 49,131  |
| T   | Communications<br>Manager              | 1 | 33,650 | 34,323 | 35,009 | 35,710 | 36,424 | 37,152 | 37,895 | 38,653 | 39,426 | 40,215 | 41,019 | 41,840  |
|   |  | 2 | 42,676 | 43,530 | 44,400 | 45,288 | 46,194 | 47,118 | 48,060 | 49,022 | 50,002 | 51,002 | 52,022 | 53,063  |
| U   | Communications<br>Director             | 1 | 36,342 | 37,069 | 37,810 | 38,566 | 39,338 | 40,125 | 40,927 | 41,746 | 42,580 | 43,432 | 44,301 | 45,187  |
|   |  | 2 | 46,090 | 47,012 | 47,952 | 48,912 | 49,890 | 50,888 | 51,905 | 52,943 | 54,002 | 55,082 | 56,184 | 57,308  |





# The City of Fort Wayne

Paul Helmke, Mayor

## Memo

**To:** The Members of Common Council  
**From:** Payne D. Brown, Director of Public Safety/Human Resources  
**Date:** August 11, 1997  
**Re:** 1998 Non-Union Salary Union

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Enclosed is a copy of the 1998 Non-Union Salary Ordinance for your review. The following are the title changes or new positions that were added by each department.

### **Parks & Recreation**

#### **Title Changes**

Office Manager/Reservation Coordinator  
Executive Secretary VIII  
Executive Secretary/Bookkeeper  
Support Specialist/Receptionist  
Executive Secretary VII  
Receptionist/Typist  
Reservation/Registration Clerk  
Support Specialist/Accounts Receivable

#### **New Positions**

Deputy Director

### **Drug Regional Advisory Council**

#### **New Positions**

Executive Secretary V  
Coordinator 2

### **Risk Management**

#### **Title Change**

Risk Manager

### **Finance & Administration**

#### **New Positions (Positions Went from Union to Non-Union)**

Barrett Law Accountant  
Financial Accountant  
Financial Accountant/Investments  
Fixed Assets Accountant  
Financial-Accountant/Bank Reconciliations  
Bookkeeper/Data Entry Clerk

Accounting Clerk/Receptionist

**Water Resources Group**

**Title Changes**

Chief of Engineering

Manager of Engineering

**Maintenance Operations Group**

**Title Change**

Program Manager

**Water Pollution Control Plant**

**Title Change**

Chief Chemist

**Filtration Plant**

**New Position**

Chief Chemist

**Economic Development**

**Title Change**

Senior Business Development Specialist

Business Development Specialist

**Human Resources**

Clerical/Executive Secretary

Administrative Assistant

**Communications**

**Title Change**

Dispatcher

911 Call Taker

Assistant Supervisor of Dispatchers

**Weights & Measures**

**New Position**

Administrative Assistant/Deputy Inspector

**Part-time/Seasonal/Temporary Positions**

**Human Resources**

**Title Change**

Human Resource Assistant/Intern

**Weights & Measures**

**Title Change**

Summer Intern/Deputy Inspector

**Traffic Eng/Signal Division**

**Title Change**

Signal Division Helper (Summer Intern)

Sign Division Helper (Summer Intern)

Traffic Counter

**New Positions**

Administrative Assistant

**New Positions**

Executive Secretary VIII

Technician (Part-time)

**Street Department**

**Title Change**

Leaf Pick-Up Laborer (Seasonal)

**Mayor's Office**

**Title Change**

Intern

**Public Information**

**Title Change**

Executive Secretary (Part-time)

**Internal Audit**

**Title Change**

Intern/Staff Auditor

**City Clerk's Office**

**Title Change**

Receptionist/Clerk

**Contract Compliance**

**Title Change**

Compliance Aide

**Civil City Accounting**

**Title Change**

Accounting Intern

Finance & Administration Intern

**Fort Wayne Parks & Recreation**

**Title Change**

Pre-School Program Supervisor

**New Position**

Playground Area Supervisor  
Golf Course Asst. Greens Superintendent  
Basketball Program Coordinator  
Junior Golf Director  
Tennis Program Coordinator  
Preschool Leaders  
Basketball Instructors



BILL NO. S-97-08-23 *(as amended) (as amended) (as amended)*

REPORT OF THE COMMITTEE ON FINANCE

DONALD J. SCHMIDT - JOHN N. CRAWFORD - CO-CHAIR  
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS  
REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ fixing the salaries of each  
and every appointed officer, employee deputy assistant, departmental  
and institutional head of the Civil City and City Utilities of the  
City of Fort Wayne, Indiana for the year 1998

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION  
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID  
(ORDINANCE) ~~(RESOLUTION)~~

DO PASS

DO NOT PASS

ABSTAIN

NO REC

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*Thomas E. Hayhurst*  
*Mark D. B...*  
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DATED:

Sandra E. Kennedy  
City Clerk